

Grievance Process Regarding Academic Accommodations

This grievance process shall apply to situations where a student has followed the established procedures, as identified on the Student Disability Services web page or by Student Disability Services staff, to request accommodations on the basis of a disability, either through an individual faculty member, administrator, or Student Disability Services staff, and the request has been denied or otherwise not provided. Similarly, a faculty member may use this process to further pursue any adverse decision arising out of the accommodation or grievance process.

All other student academic grievances, including grade appeals, shall follow the student academic grievance process as outlined in the appropriate college handbook. All other complaints related to disability discrimination or harassment, other than the provision of accommodations, shall follow the procedures set forth by the Discriminatory Harassment (Non-Sex Based) Policy.

When considering a grievance, the reviewer may consider issues such as but not limited to whether adequate documentation was provided, whether the student's documentation supports a determination of eligibility, whether requested accommodations were reasonable, whether requested accommodations constituted a substantial modification of curriculum, or whether the student, faculty, and/or Student Disability Services staff followed appropriate procedures, including timeliness for requests and responses.

1. As soon as the student learns of the denial of or failure to provide an accommodation, or the denial of eligibility for accommodation, the student shall contact the Director of Student Disability Services within 2 business days to discuss possible resolution. Whenever feasible, the student should not wait until the end of the semester to appeal the grade without first using this accommodation grievance process.
2. The Director shall have a maximum of 5 business days to resolve the matter informally.
3. If an informal resolution is not reached within 5 business days the Director shall notify the student and faculty member (verbally or in writing) of that outcome. The previous decision of Student Disability Services, the faculty member, or administrator shall stand unless a formal grievance is requested.

4. The student or faculty member initiates a formal grievance by submitting a written grievance to the Associate Provost for Academic Excellence and Student Success within 2 business days of receipt of notice of the failure of informal resolution from the Director (Step 3 above). The grievance shall include the basis for the review, the specific evidence and documentation supporting the grievance, and the resolution desired.

5. The Associate Provost for Academic Excellence and Student Success and the Associate Dean of Students, or their designees, will form the Grievance Review Team and shall review the relevant written materials and shall interview, as may be necessary under the circumstances, the student, Student Disability Services staff familiar with the case, the faculty member involved, and any other person deemed relevant to the grievance.

6. The Grievance Review Team shall make its decision within 7 business days of receiving the grievance and shall distribute a written decision to the affected parties. The decision of the Grievance Review Team shall be the final decision of the University. In the event of disagreement among the Grievance Review Team, the Provost shall render a decision. In that situation, the decision of the Provost or designee shall be the final decision of the University.