

Formal Procedure

Appeal of Denials of Requests for Non-Academic/Non-Instructional Accommodations

(Housing, Parking or other Access Issues)

- The appeal must be filed within 10 working days of the initial decision.
- The appeal will be presented to an ad hoc group composed of a designee of Academic Support Services (but not the initial decision maker), a representative of Residential Education and Housing, a representative of Health and Wellness (but not the initial decision maker), and one faculty member (selected by the Associate Academic Dean).
- The ad hoc group may request additional information from the student, as well as seek expert opinion from sources within and/or outside the college. The student must cooperate if additional information is required.
- The ad hoc group or its representative may request an interview with the student at a mutually agreeable time within 10 working days of the receipt of the appeal and/or other individuals who have information relevant to the request.
- After reviewing the documentation and/or meeting with the student or other individuals, the group may modify or sustain the original decision regarding the request for an accommodation.
- The decision regarding the appeal will be made within thirty calendar days of receipt of the appeal.