

Denial of Disability Services Appeal Process

If a student has been denied a disability determination or accommodation request, or if an accommodation approved by Disability Services (DS) has been denied by a staff, faculty or department, he/she has the right to appeal such decisions. The appeal process involves three levels.

Level 1: Informal appeal. The student is asked to meet with DS to review the denial. This meeting should be scheduled no later than one week from the date of denial. DS may recommend that the student first discuss the grievance/concern with the individuals or department denying the request. If this does not resolve the issue, DS will assist the student in moving to the next level of appeal.

Level 2: Written appeal to the Director of Student Support (DSS). The written appeal should include a clear description of the reasons for the appeal and any supporting information. The DSS will then initiate a process to review this appeal and solicit information from affected faculty and staff. At the DSS's discretion, a meeting may be called to review the appeal. This meeting would minimally involve the student and the Senior Director of the Student Success Center and could also include affected faculty, staff and/or a harassment discrimination contact. The DSS will be responsible for generating a written decision within 30 days of receipt of the written appeal or within 15 days of the personal meeting, whichever comes first.

Alternative Appeal to the Office of Civil Rights (OCR). A student has the right to file an appeal with the Office of Civil Rights (OCR). Information on this process is available from the:

Customer Service Team - Office for Civil Rights
U.S. Department of Education
Washington, DC 20202-1100

Phone: 1-800-421-3481

TTY: 1-877-521-2172

E-mail: ocr@ed.gov