



Disability Services Appeal and Grievance Policy

Consistent with the Americans with Disabilities Act (ADA) and its amendments and Section 504 of the Rehabilitation Act of 1973, Waynesburg University (WU) determines reasonable accommodations for qualified individuals with disabilities through an interactive process involving the Disability Services Coordinator, appropriate members of the University community, and individual students.

At times, however, a student may disagree with an accommodation decision or the implementation of an approved accommodation. Often these disagreements arise because of a misunderstanding or miscommunication, and students are encouraged to seek informal resolution through direct and civil dialogue with involved parties (e.g., individual faculty members or the Disability Services Coordinator). However, the University also offers the following guidelines for students who wish to appeal accommodation decisions or file an accommodation-related grievance. Further, this policy outlines how students may report disability-related discrimination.

I. Accommodation Appeals Process

The University is committed to providing reasonable accommodations for students with documented disabilities. Qualified individuals with disabilities who feel that they were denied a reasonable accommodation should follow the procedure identified below to appeal an accommodation decision.

1. The student should provide a written request to appeal an accommodation decision to the Disability Services Coordinator within seven (7) days of the denial/decision.
2. The Disability Services Coordinator will review the decision and the student's file and will meet with the student to discuss the request to appeal. The Disability Services Coordinator may also request additional disability documentation, ask to consult with treating healthcare providers, or collaborate with other faculty/staff or outside experts. Review processes are conducted as quickly as possible. Students will receive written responses from the DSO upholding or rescinding accommodations decisions, generally within seven (7) days of the meeting.
3. If a student disagrees with the appeals decision after working with the Disability Services Coordinator directly, they may submit a formal letter of appeal to the Director of Records and Registration within seven (7) days of receiving a written response from the Disability Services Coordinator.

The letter of appeal must include the following information:

- Student's name
- Description of the accommodation(s) decision being appealed

- Explanation of why they believe a desired accommodation should be granted or adjusted
- Any additional supporting information
- Desired outcome
- Date when the informal appeals decision was issued by the DSO.

Upon receiving the Letter of Appeal, the Director of Records and Registration or Appeal Panel, consisting of the Director of Records and Registration and two (2) senior administrators, will consider the appeal alongside information about the case submitted by the Disability Services Coordinator and render a decision, generally within seven (7) days. The determination will be provided to the student in writing at that time.

II. Accommodation Grievance Process

Students with disabilities may file a grievance if they are denied approved accommodations by staff or faculty or they have experienced significant delays in the implementation of their approved accommodation.

1. Students with accommodation-related grievances should first contact the Disability Services Coordinator. The Disability Services Coordinator will work with the student and the appropriate other parties (faculty, academic department chairs, or staff) to resolve the concern.
2. If the student is dissatisfied with the outcome after bringing the concern to the Disability Services Coordinator, they may submit a formal grievance to the Director of Records and Registration. Upon receiving the formal grievance, the Director of Records and Registration or Appeal Panel, consisting of the Director of Records and Registration and two (2) senior administrators, will consider the grievance alongside information about the case submitted by the Disability Services Coordinator and appropriate other parties and render a decision, generally within seven (7) days. The determination will be provided to the student in writing at that time.

III. Disability Discrimination

Students who believe that they have been discriminated against on the basis of their disability, or who feel that the University is failing to comply with their obligations to individuals with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and its amendments, should first contact the Disability Services Coordinator. The Disability Services Coordinator may work with the Director of Human Resources to investigate the allegation.