

Disability Accommodation Appeal Procedure

Grinnell College is committed to the full participation of all members of the community and, therefore, arranges for reasonable accommodation for all qualified individuals – students, faculty, staff, and visitors – with disabilities.

- Information and policy for [students seeking disability accommodations](#) is found on the Academic Advising webpage.
- Information and policy for ^o - [the process outlined below](#) **Faculty and staff** with a concern about

disability-related employment accommodation should follow the [employment accommodation process](#).

This accommodation appeal process may be initiated only after a student engages the College's standard process for making accommodations for a student with a disability. Students may request accommodations by contacting the Coordinator of Disability Resources or by visiting the [Disability Resources Grinnell Share](#) page (log-in required).

1. In instances where there is disagreement concerning the appropriateness of the requested accommodation, implementation of the accommodation, or any other concern related to the accommodation, the student should contact the Coordinator of Disability Resources to discuss the concern. If the student has a concern related to the decisions made by the Coordinator, the student can request that the Assistant Dean for Disability Resources review the process and/or decision. The Coordinator and/or the Assistant Dean, will have three business days to resolve the appeal on an informal basis and will provide the student and any other relevant parties (e.g., the faculty member) with the outcome of the informal resolution in writing. If an informal resolution cannot be reached,

student should provide the Assistant Dean for Disability Resources with a description of the accommodation grievance, the facts supporting the student's position, and a description of the desired outcome. (If the student needs assistance in describing the grievance and desired outcome, he/she/zi may request help from a member of the College community including the Assistant Dean.) The student is encouraged to use the form available for this purpose, which is appended below.

3. The Assistant Dean will review all pertinent facts and circumstances regarding the alleged violation. This may include interviewing other involved parties and gathering all such information as he/ she/zi believes is necessary. The Assistant Dean will have ten (10) business days to investigate and reach a conclusion. The Assistant Dean will provide the student with a written decision.

Grievance Form for Disability Accommodation Appeals

Following the process for appealing a disability accommodation, students may initiate a formal grievance by contacting the Assistant Dean for Disability Resources, ideally within three (3) business days of receipt of the notice of the failure of an informal resolution. This form is for use in that process. If a written grievance is not made within the three-day time period, the grievance should include an explanation of why it was not submitted at that time.

Submit this form, or a written document using all of the elements on this form, to the assistant dean for disability resources. For assistance in understanding your rights, this process, help in filing a grievance or to get other questions answered, contact Disability Resources at 641-269-3089 or access@grinnell.edu.

Name:

Class Year:

Email:

Cell Phone:

Describe your concern. Please be sure to include a specific description of the accommodation sought, the specific acts that have or have not happened to enact this, and the period of time and circumstances in which your concern has arisen.

What facts support your position? This may be supplemented by supporting documents and/or affidavits from persons having first-hand knowledge of the facts.

What is your desired outcome?

Any additional information?