

Disability Services
APPEAL PROCEDURE

The purpose of this appeal procedure is to provide a student requesting an accommodation with a process to file an appeal should the accommodation provided by the University be questioned, an accommodation request be denied, or if any member of the Immaculata faculty or staff is not meeting the agreed upon learning accommodations.

A student who believes that the Disability Services Office did not follow its procedures in the determination regarding an accommodation or consider relevant information during the process may request a reconsideration of the decision. Under such circumstances, the student must file an appeal via a letter to the vice president for academic affairs within five (5) days after the decision regarding recommended accommodations by the University, or the offense or omission by the University faculty or staff, has occurred.

For an appeal to be processed, the appeal letter must demonstrate to the vice president for academic affairs that the student has communicated his or her concerns to the parties involved prior to contacting the vice president for academic affairs, and the parties have not responded or have not agreed to the student's request or needs.

Following a review, the vice president for academic affairs will contact the student with a decision regarding the matter.