

Accommodations Grievance Policy

The Director of the Center for Academic Excellence (CAE), acting as the Disability Service Provider (DSP), and the Associate Dean of Faculty, acting as the 504 Coordinator, have the responsibility for determining whether a student has demonstrated a need for accommodation, and for arranging appropriate accommodations for students with disabilities. If a student who has followed the University's specified procedures for requesting an accommodation believes that he or she has been denied an appropriate, reasonable, or effective accommodation, he or she should abide by the following grievance procedure.

If a student believes he/she has not been granted an appropriate accommodation, whether from the Disability Service Provider (DSP), a faculty member, or the University, the student should attempt to resolve the problem directly with the DSP or faculty person. If the problem is not resolved in talking with the DSP or faculty member, the student may file a grievance using the following procedure.

Within 30 days of meeting with the faculty member or DSP to resolve the problem, the student must submit, in writing, a report outlining his/her accommodation needs and concerns in question.

The report must be delivered in hard copy (not via email), including the student's signature, to the Office of the Vice-President of Academic Affairs (VPAA). Upon receipt of the report, the Vice President of Academic Affairs will notify the 504 Coordinator and the Disabilities Service Provider (DSP).

The VPAA will appoint a standing appeals committee which will meet within 10 business days of receiving the written report from the student. The grievance committee includes the Director of Health Services, the Associate Dean of Student Services, a school Dean, the immediate past Chair of Faculty Senate, the University lawyer, the 504 Coordinator, and BV County's Vocational Rehabilitation Counselor, provided no committee person is the faculty person involved with the student's concern. If the grievance involves a member of the committee, the Vice-President of Academic Affairs will appoint a replacement. Concerned parties, including the student and/or faculty and witnesses may be contacted, if applicable.

If during the review of the grievance, the University and the student reach an agreement to retain the original accommodation or to alter the accommodation, the Vice President of Academic Affairs will prepare an agreement to be signed by the student and the appropriate University staff/faculty.

If no agreement can be made, the Vice President of Academic Affairs will act as arbitrator and make the final decision. The decision will be communicated in writing to the student, the faculty person

involved, the Disabilities Service Provider, the 504 Coordinator and the student's advisor within 10 business days of the hearing.

ADA Grievance Policy Form.

Please complete and sign the following form. You may attach additional pages if necessary.

Date: _____

Name: _____

A. Allegation of discrimination on the basis of disability:

I believe I have been subjected to discrimination on the basis of my disability, in violation of Buena Vista University policy. The basis for my allegation is as follows:

(attach separate page if necessary)

B. Grievance concerning denial of requested accommodation:

I have requested an accommodation through Buena Vista University's disability services office in the Center for Academic Excellence (CAE), in accordance with the policy for requesting accommodations. I believe I have been denied a reasonable, appropriate or effective accommodation. The accommodation requested is the following:

(attach separate page if necessary)