

BENEDICT COLLEGE ACCOMMODATION APPEAL PROCESS

The Office of Accessibility Services and Accommodations follows the **APPEAL PROCESS** of Academic Policies.

Students may appeal an accommodation recommended by the Office of Accessibility Services and Accommodations that they feel do not accurately reflect their academic accommodation in classes based upon the recommended current accommodation plan provided by the Office of Accessibility Services and Accommodations. The process for appealing the recommended current accommodation is as follows:

1. Students notify their academic advisors of the situation and arrange a conference with the faculty members to discuss the specific accommodation that is being appeal and to provide the reason for requesting the accommodation appeal. Student presents documentation as appropriate (recommended current accommodation by the Office of Accessibility Services and Accommodations).
2. Faculty members review all documentation with the student. If the meeting does not resolve the issue.
3. Students appeal the decision to the department chair of the faculty member who allegedly denied the recommended current accommodation.
4. The department chair reviews the documentation provided as well as additional documentation in the faculty members' syllabus and provisions of support offered to the student by the faculty member. If the issue is not resolved at this level, the student appeals the decision to the dean of the faculty member who allegedly denied the recommended current accommodation.
5. The dean reviews the documentation and informs the students of the results. If the issue is not resolved, the student appeals the decision to the Vice President for Academic Affairs.
6. The Vice President for Academic Affairs reviews the appeal and issues the final decision in the accommodation review process.
7. Students may appeal to the President if they desire a further review. The decision of the President is final.