

Academic Accommodation/Service Review Request Form

Name: _____ Phone: _____

Address: _____ Cell Phone: _____

e-mail: _____ Student I.D. # _____

Pursuant to the University's policy on Section 504/ADA Student Grievance Procedures, this form is for use in requesting that the Director of DSO review the denial of a requested academic accommodation.

Signature

Date

UAPB 504/ADA Student Grievance

student shall first attempt to resolve his or her complaint informally by meeting with the Director of Disability Services or his or her designee. If the grievance is not resolved informally, then the student shall have the right to invoke the appropriate formal grievance procedure detailed below.

B. Formal Grievance Procedure for the Denial of Academic Accommodations and Services

1. An otherwise qualified student with a disability, as defined by the ADA and the Rehabilitation Act, shall have the right to request that the Director of Disability Services review the denial of any requested academic accommodation or service (other than course substitutions, which ar

Coordinator, at his or her sole discretion, may also gather additional information necessary to the consideration of the student's appeal, including, but not limited to, interviewing individuals, including the stud

IV. Time Periods

For purposes of calculating all time periods set forth in this Grievance Procedure, official University holidays and breaks set forth in the University's academic calendar (such as Thanksgiving break, Christmas break, and spring break) or dates the University officially closes (such as for inclement weather) shall be excluded in determining the time period for taking any required action. Moreover, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of any time period provided in the Grievance Procedure shall be included, unless it is a Saturday or Sunday, and in such an event, the next business day shall be counted in the time period.

V. Right to Review Records

A student

XI. Effective Date

This Grievance Policy shall be effective on April 30, 2014. The University reserves the right to amend its Grievance Procedures.