

## 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 [faculty and staff seeking disability accommodations](#) is found in Appendix III of the *Staff Handbook*.
- Information and policy for **visitors** seeking disability accommodations is found in the [visitor accessibility accommodation policy](#).

### *Discrimination Complaint Procedures*

If a student, faculty member or staff member believes that he/she/zi has been discriminated against based on disability, he/she/zi should follow the procedures set forth in the College's [non-discrimination policy](#). This grievance process for disability-based discrimination is separate from the accommodation appeal process below. This grievance process may be pursued in conjunction with an accommodation appeal, in the absence of an accommodation appeal, or after the conclusion of an accommodation appeal. Also, at any time during these processes the aggrieved student, staff member, faculty member or visitor may also seek guidance from the [College's Ombuds Office](#).

### *Disability Accommodation Appeal Process*

Any member of the community who believes that he/she/zi has been denied equal access in the form of accommodations, auxiliary aids, or other modifications, may pursue remedy. **Students** should follow the process outlined below. **Faculty and staff** with a concern about fulfillment of a 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, the Coordinator or the Assistant Dean will notify the student and any other relevant parties in writing, and the decision in question will stand unless a formal appeal is requested.
2. The student may initiate a formal appeal by contacting the Assistant Dean for Disability Resources—who serves as the colleges ADA compliance officer, ideally within three (3) business days of receipt of the notice of the failure of informal resolution attempts. The

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. (If the investigation requires additional time, the Assistant Dean will inform the student promptly and explain the extenuating circumstances. In such a case the ADA Coordinator may elect to put temporary remedies in place, such as provisional accommodations.)
4. Within five (5) business days of receipt of the decision from the Assistant Dean, the student may appeal to the Vice President for Academic Affairs and Dean of the College. Note that appeals to the Dean of the College are permissible only if new facts or circumstances emerge that were not presented to the Assistant Dean or if there is clear evidence that the College's review process was not followed properly. The Assistant Dean will review the appeal and provide a response within five (5) business days of receipt of the written notice. The decision of the Vice President for Academic Affairs and Dean of the College shall be the final decision of the College.

#### *Other Remedies*

Use of Grinnell College's internal complaint procedures is not a prerequisite to the pursuit of other remedies. At any time, an individual may pursue other remedies available to him/her/hir under applicable state or federal law. The [U.S. Office for Civil Rights](#) and/or [The Iowa Civil Rights Commission](#) will take complaints and will investigate when appropriate; the [U.S. Equal Employment Opportunity Commission](#) works specifically with employment-related concerns.

## 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](mailto:access@grinnell.edu).***

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**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?**