Goucher College welcomes qualified students with disabilities. The college provides reasonable accommodations for academically qualified students with disabilities so that they can participate in the college’s academic programs and activities. Goucher adheres to all applicable federal and local laws, regulations, and guidelines with respect to providing reasonable accommodations, but like all colleges, Goucher is not required to provide accommodations that fundamentally alter the nature of the service, program, or activity or create undue financial or administrative burdens.

I. ACADEMIC ACCOMMODATIONS

A. Student Appeals

1. Informal Appeal Process for Students

   The determination of reasonable academic accommodations is a collaborative process between the student and the Director of Accessibility Services (“OAS director”). Decisions are made on a case-by-case basis. If, after a student has completed the process, a mutually acceptable accommodation cannot be determined, the student may request a meeting with the OAS director and the director of the Academic Center for Excellence (ACE director) to discuss the student’s request, after which the OAS director shall communicate a decision to the student.

   The student may choose to have an advisor to support and accompany him or her throughout the informal or formal procedure. The advisor serves in a supporting role, and students may contact the advisor at any point during the informal and formal process. Current advisors are Rick Pringle, professor of psychology, and Emily Perl, assistant vice president for student success.

   Participation in the informal process is not required and, at any time a student may opt out of the informal process, and move directly to the formal appeal process.
2. **Formal Appeal Process for Students**

If a student disagrees with the decision of the OAS director to deny a request for an accommodation, or with the specific accommodations approved by the OAS director, s/he can appeal the OAS director’s decision through the following formal appeal process:

- An appeal must be submitted in writing to the associate provost for undergraduate studies (or his/her designee). The student's appeal must set forth the specific action disputed and the specific accommodation(s) sought by the student, and must include all accompanying documentation. The student is encouraged to file the appeal promptly so that the college is able to address concerns quickly.
- The student will be given the opportunity to identify any witnesses and evidence that s/he considers to be relevant to the appeal.
- While the appeal is being decided, the student will be provided accommodations originally recommended by the OAS director.
- The associate provost will notify the OAS director of the appeal and will convene a meeting to discuss the appeal with the student and the OAS director within five working days of receiving a written appeal.
- The associate provost may consult with the college’s legal counsel and other administrators as necessary.
- The associate provost will review the file and documentation as well as any additional information presented at the meeting, and will issue a written decision on the appeal to the student within two weeks after the meeting.
- The decision of the associate provost represents the final decision of the college.

**B. Faculty Appeals**

1. **Informal Appeal Process for Faculty**

If a faculty member has reservations about the accommodations approved by the OAS director, s/he must consult with the OAS director within three days of being notified of the accommodations granted to the student. The OAS director will convene a meeting with the faculty member, the associate provost, and the student. The student may, but is not required to,
II. NON-ACADEMIC ACCOMMODATIONS (INCLUDES SPECIAL HOUSING, REQUESTS FOR SERVICE ANIMALS, AND OTHER NON-ACADEMIC ACCOMMODATIONS)

A. Informal Appeal Process for Students

The determination of reasonable non-academic accommodations is a collaborative process between the student and the OAS director, and other college administrators, as appropriate. Decisions are made on a case-by-case basis. If, after a student has completed the process for non-academic accommodations, a mutually acceptable accommodation cannot be determined, the student may request a meeting with the OAS director, and other administrators, as appropriate.

The student may choose to have an advisor to support and accompany him or her throughout the informal or formal process. The advisor serves in a
supporting role, and students may contact the advisor at any point during the informal or formal process. Current advisors are Rick Pringle, professor of psychology, and Emily Perl, assistant vice president for student success.

Participation in the informal process is not required and, at any time a student may opt out of the informal process, and move directly to the formal appeal process.

B. **Formal Appeal Process for Students**

If a student disagrees with the decision of the OAS director to deny a request for an accommodation, or with the specific accommodations approved, s/he can appeal the decision through the following formal appeal process:

- An appeal must be submitted in writing to the vice president and dean of students (or his/her designee). The student's appeal must set forth the specific action disputed and the specific accommodation(s) sought by the student, and must include all accompanying documentation. The student is encouraged to file the appeal promptly so that the college is able to address concerns quickly.
- The student will be given the opportunity to identify any witnesses and evidence that s/he considers to be relevant to the appeal.
- The dean will notify the OAS director of the appeal and, within five working days of receiving a written appeal, will convene a meeting to discuss the appeal with the student, the OAS director, and other administrators, as appropriate.
- The dean may consult with Goucher’s legal counsel and other administrators, as necessary.
- The dean will review the file and documentation as well as any additional information presented at the meeting, and will issue a written decision on the appeal to the student within two weeks after the meeting.

The decision of the dean represents the final decision of the college.

III. **TIME LIMITS**

Time is of the essence in considering appeals under this policy. Nevertheless, the time periods may be extended by agreement of the parties, or if necessary to accommodate the schedules of those involved in the appeal process or to obtain additional information needed to decide the appeal.
IV. PROTECTION AGAINST RETALIATION

Threats, intimidation, and retaliation against a student for requesting an accommodation or filing an appeal under this policy, or against any person for participating in the appeal process, or serving as a witness, are violations of the ADA, Section 504 and this policy, and thus may be grounds for disciplinary action and/or the imposition of sanctions. All individuals are encouraged to report instances of retaliation to the Title IX coordinator. Complaints of retaliation will be addressed under Goucher’s Non-Discrimination Policy.

V. CONTACT INFORMATION

Arnell Hanley
Director of Accessibility Services
Office of Accessibility Services
Dorsey Center, Room 205
1021 Dulaney Valley Road
Baltimore, Maryland 21204
Access@goucher.edu
Phone: 410-337-6146 (TTY/TDD, dial 711)

Bryan F. Coker
Vice President and Dean of Students
bryan.coker@goucher.edu | 410-337-6150
Dorsey Center, Room 203
1021 Dulaney Valley Road
Baltimore, Maryland 21204

La Jerne Cornish
Associate Provost for Undergraduate Studies
Van Meter G25
1021 Dulaney Valley Road
Baltimore, Maryland 21204
410-337-6210
lcornish@goucher.edu

VI. NON-DISCRIMINATION NOTICE

The Title IX coordinator has been designated to coordinate the college's efforts to comply the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination on the basis of disability.
Lucia Perfetti Clark  
Title IX Coordinator  
Goucher College  
1021 Dulaney Valley Road  
Baltimore, MD 21204  
Telephone No.: 410-337-6570  
lpclark@goucher.edu

Goucher’s [Non-Discrimination Policy](#) can be found on Goucher’s website.

Inquiries may also be referred to the Office for Civil Rights of the U.S. Department of Education at the following address:

Philadelphia Office  
Office for Civil Rights  
U.S. Department of Education  
The Wanamaker Building  
100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323

Telephone: 215-656-8541  
FAX: 215-656-8605; TDD: 800-877-8339  
Email: OCR.Philadelphia@ed.gov

**For any questions or additional information about this policy, please contact legal counsel (Barbara Stob, X6011).**

**APPROVED, NOVEMBER 2012.**  
**UPDATED, JANUARY 2017.**