

DISABILITY ACCOMMODATION APPEAL POLICY FOR STUDENTS

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,

attend the meeting. Both parties will be given the opportunity to identify any witnesses and evidence that s/he considers to be relevant to the appeal. The OAS director may make a redetermination of the accommodations, taking into consideration any new information received.

2. Formal Appeal Process for Faculty

If a resolution is not achieved through the informal process, the faculty member may appeal the OAS director's decision to the provost.

- The provost will convene a meeting with the faculty member, the OAS director, the associate provost, and the student. The student may, but is not required to, attend the meeting. Both parties will be given the opportunity to identify any witnesses and evidence that s/he considers to be relevant to the appeal.
- In considering the appeal, the provost may consult with the college's legal counsel and other administrators as necessary. While the appeal is being decided, the student will be provided accommodations originally recommended by the OAS director.
- The 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 faculty member and student within two weeks after the meeting.
- The provost's decision represents the final decision of the college.

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

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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
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Baltimore, MD 21204
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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.**