

Student with Disability Accommodation Appeal Process

Inquire About Appeal

1. Appeals of CDR accommodation decisions must be initiated within 30 days of the CDR decision.

2. Initiate your Appeal Inquiry

- Log into MySlice
- Select eForms
- Select Diversity & Inclusion drop down arrow
- Select the Student Appeal Form
- Complete the form and submit
- We will contact you once you have submitted your electronic request to schedule a meeting

Please note that if a period of 30 days passes without you being responsive to communications from the ADA coordinator, your appeal will be considered resolved in favor of the Center for Disability Resources (CDR) decision. At that point you may contact the Office of Equal Opportunity, Inclusion and Resolution Services to file a complaint.

3. Meeting with the ADA Coordinator

The ADA Coordinator will meet with you in a mutually convenient location / manner, e.g.,

- Face-to-face
- Via Zoom, Teams, Skype, or another virtual platform
- Via Phone

4. Identify Your Basis for Appeal

You must identify a basis for your appeal from among three possibilities:

- The CDR did not follow its established practices for determining a reasonable accommodation.
- The CDR did not follow SU policy or federal disability law for determining a reasonable accommodation.
- I have new, relevant information that was not available at the time the CDR decision was made.

5. Confidential Conversation with the ADA Coordinator.

The ADA Coordinator will:

- Listen to your perspective and concerns about your academic and/or housing accommodation issues

- Seek to understand what assistance you are seeking (e.g., reasonable accommodation, recognition of covered disability)
- Seek to understand your limitations and requested accommodations

How the Appeal Process will Proceed

The ADA Coordinator will, with your permission:

- Build a case file of the documents you submitted to the CDR, notes from CDR meetings with you, notes from your meeting and communications with the ADA Coordinator, and any new documentation you may provide to the ADA Coordinator.
- Contact you with questions that you may clarify.
- Occasionally, and only with your consent, speak or otherwise communicate with your medical providers who have directly relevant information.
- When the case file is complete, schedule the Appeals Team to review your case.

Please note that if a period of 30 days passes without you being responsive to communications from the ADA coordinator, your appeal will be considered resolved in favor of the CDR decision. At that point you may contact the Office of Equal Opportunity, Inclusion and Resolution Services to file a complaint.

Appeal Decision

The Appeals Board, composed of three SU employees entrusted with confidential work, many of whom have disabilities, will take a fresh look at your case and the basis for your appeal, and make a decision whether to uphold or reverse the CDR decision. A formal letter will be sent to you informing you of the decision within two business days of the Board decision.

Timeline

This process can take 3 to 4 weeks, depending on such factors as caseload of the ADA Coordinator and Appeals Board, and may take longer depending on the availability of pertinent information.