

STUDENT ACCESSIBILITY CENTER

APPEAL PROCESS

POLICY

If a student determines that their accommodation request has been unfairly denied, they may appeal to the Director of the Student Accessibility Center.

Note:

Appealing an accommodation-related decision is different from submitting a grievance or complaint. If a student feels they have been discriminated against by any member of the Loyola community, they should submit a report to the [Office of Equity and Compliance](#).

The goal of an appeal is to determine the reasonableness and appropriateness of a particular accommodation request for a particular student based on their narrative, records, and documentation. Depending upon the accommodation in question, the Director of the Student Accessibility Center may refer appeals to other parties on an as-needed basis.

PROCEDURE

Submitting an appeal:

In submitting an appeal, the following process will ensue:

1. The student will contact the Director of the SAC to notify them that they would like to appeal an accommodation-related decision.
2. The Director will discuss the accommodation-related decision with the student's Accessibility Specialist and review the student's Accommodate file to gather information regarding the student's request.
3. The student may meet with the Director to discuss their appeal.
4. If necessary, the Director will refer the appeal to further appropriate parties.
5. The Director (or other party) will notify the student and the student's Accessibility Specialist of their final decision within 30 days.