

## UNCSA DISABILITY APPEAL PROCEDURE

UNCSA is committed to ensuring that qualified students are provided access to all programs and services of the university. Any student who feels that he or she had been the subject of discrimination based on their disability, or feels the accommodations and services provided are inappropriate, should seek resolution. UNCSA has adopted internal procedures providing prompt and equitable resolution to disability complaints. Informal resolution with Disability Resources is encouraged and should be attempted prior to formal filing of a grievance.

- Students with complaints concerning alleged discrimination or appropriate accommodation provisions should make these complaints known to the Vice Provost and Dean of Student Affairs (VCDSA).
- The VCDSA will investigate the complaint and suggest solutions. If resolution is not achieved, or if individuals involved are not satisfied with the resolution, the individual may submit a written appeal to the Disability Appeals Committee within 10 days of receipt of resolution from the Vice Provost and Dean for Student Affairs.
- The appeal to the Disability Appeals Committee should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, appropriate to the documented disability will be made available.

The Disability Appeals Committee shall consist of 3 members:

- a staff member from Student Affairs
- a faculty member from the students' respective arts school
- and an officer of the EPA-SPA Staff Council

The Committee shall review the entire case, including written documentation, and may conduct interviews. The Committee should issue its recommendations in writing to the Chief Academic Officer within 21 days after receipt of complaint. The Committee may request up to a five-day extension of time, if necessary, by sending written notice to the student and to the Chief Academic Officer.

The recommendations of the Committee will explain the facts and offer options for substantive resolution of the complaint. The Chief Academic Officer's action will be limited to a review of the basis for the Disability Appeals Committee's decision and need not involve a de novo factual investigation.

The Chief Academic Officer may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. Within 15 calendar days of receipt of the request for review, the Chief Academic Officer shall submit a decision in writing to the student and to the person alleged to have caused the grievance.

The written disposition shall include the reasons for the decision, and it shall direct a remedy for the aggrieved student, if any. The Chief Academic Officer's decision on the matter shall be final.