

**Disability Services Office
Academic Success Center
Dickinson State University**
291 Campus Drive, Dickinson, ND 58601
701-483-2923 ~ dsu.disability@dickinsonstate.edu

Grievance Policy/Appeals Process – Denial of Accommodation

1. Questions regarding denials of an accommodation should be raised with the Disability Services Coordinator within three (3) working days of notification of denial from the Disability Services Coordinator
2. Should this not resolve the concern, a student may file an appeal of decisions reached by the Disability Services Coordinator within three (3) working days of notification from the Disability Services Coordinator. Appeals shall be in writing, state the reason(s) why the appeal is being requested, and be delivered to the Executive Director of Student Services in the Academic Success Center (or his/her designee).
3. Except as required to explain the basis of new information, an appeal shall be limited to: (a) review of the paperwork on record with the Office of Disability Services, (b) decision of the Disability Services Coordinator, and (c) consideration of additional supporting information submitted by the student with a disability. The Executive Director of Student Services may: (a) review practices at other institutions of higher education, including those within the North Dakota University System; (b) consult with the Vice President for Student Affairs & Enrollment Management; and/or (c) seek guidance from general counsel.
4. The Executive Director of Student Services shall consider the appeal within 10 working days of the filing of the appeal.
5. Within 10 working days of the completion of the Executive Director of Student Services Review, the Executive Director of Student Services will notify the student, in writing, of his/her decision.
6. If a student wishes to appeal the decision of the Executive Director of Student Services, she or he may file a 2nd appeal within three (3) school days of notification from the Executive Director of Student Services. Appeals shall be in writing, shall specifically state the decision being appealed and the basis for such an appeal, and be delivered to the Vice President for Student Affairs & Enrollment Management (or his/her designee).
7. Except as required to explain the basis of new information, an appeal shall be limited to a review of the paperwork on record with Disability Services and decisions of the Disability Services Coordinator and the Executive Director of Student Services. The Vice President for Student Affairs & Enrollment Management, or his/her designee, may consult with General Counsel, others within the field of disability services, and/or review practices at other institutions of higher education, including those within the North Dakota University System, to inform decisions regarding appeals.
8. The Vice President for Student Affairs & Enrollment Management. Of his/her designee, shall consider the appeal within 10 working days of receipt of the filing of the appeal.
9. Within 10 working days of the completion of the Vice President for Student Affairs & Enrollment Management's Review, the Vice President for Student Affairs & Enrollment Management, or his/her designee, will notify the student, in writing, of his/her decision.
10. The decision of the Vice President for Student Affairs & Enrollment Management, or his/her designee, shall be final and binding.