

### *Appeal and Grievance Procedures*

The ACCESS Documentation Review Committee (here after referred to as “the Committee”) is the entity that reviews students’ request for accommodations at Collin College. Based on documentation received from a student, the Committee determines appropriate and reasonable accommodations- in accordance with state and federal law. Following notification of the Committee’s decision, students may file an appeal. Students may also file a grievance when they believe equal access has been denied in regard to appropriate accommodations or when they believe they have been discriminated against as described in Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Amendments Act of 2008 (ADA).

To appeal the Committee’s decision, students must submit an appeal letter to his/her ACCESS Advisor within 3 working days of being notified of the decision. The appeal letter should include:

1. A statement describing the requested accommodation;
2. How the requested accommodation(s) will support his/her academic performance;
3. Indicate how the submitted disability related documentation supports the need for the requested accommodation(s).

Once an appeal has been submitted to the ACCESS Advisor, the Committee will reconsider the student’s request for accommodation(s) based on the documentation and written request for appeal, and/or any additional documentation provided. After rendering a decision, the appeal will be submitted to the Associate Dean of Counseling and ACCESS for final review. The Associate Dean will independently review the appeal and all documentation and may uphold the Committee’s decision(s) or grant (in part or in full) the student’s request.

The Associate Dean will inform the student of the decision in writing and the decision will be considered final.

Collin College has general grievance procedures that apply to all students. These procedures can be found in the current *Collin College Student Handbook*. A student may also choose to file a complaint with the U.S. Department of Education’s Office of Civil Rights. For more information regarding the accommodation appeal and/or general grievance processes, please contact the ACCESS Office.