



APPEALS PROCESS

A student may appeal to the College Accommodation Appellate Officer any final, written decision of the College Accommodation Committee including a decision not to certify a student as possessing a qualifying disability, a denial of a Request for Accommodation, provision of an accommodation different than the one requested by the student, and a decision regarding the sufficiency of disability documentation.

- All appeals should be in writing utilizing the Accommodation Appeal form and submitted to the Campus Disabilities Coordinator within five (5) days after the student-appellant receives the College Accommodation Committee's written decision. A copy of this form can be found at www.redstone.edu/ADA.
- The Campus Disabilities Coordinator will forward the written appeal to the College Accommodation Appellate Officer within three (3) working days. If requested by the College Accommodation Appellate Officer, the College Accommodations Committee will forward any requested documentation or information in writing to the College Accommodation Appellate Officer.
- The College Accommodation Appellate Officer may conduct a hearing or request oral presentations if he or she deems either warranted by the circumstances. If the College Accommodation Appellate Officer conducts a hearing or requests oral presentations, such hearing or presentation will be carried out usually within five (5) working days of receiving all appeal materials from the student and any additional information from the College Accommodation Committee. However, this period of time may be extended due to the unavailability of the College Accommodation Appellate Officer, witnesses, the student-appellant, and the like.
- The College Accommodation Committee may, in its discretion, provide temporary relief while the appeal is pending.
- The College Accommodation Appellate Officer will render a decision as soon as possible but generally no later than three (3) business days from receipt of all information from the student-appellant and the College Accommodation Committee and the completion of hearing any testimony or oral presentations. The College Accommodation Appellate Officer shall notify the student-appellant, the College Accommodation Committee, the Campus Director of Education, and the Campus Disabilities Coordinator in writing of his or her decision.
- The College Accommodation Appellate Officer may:
 - 1) remand the decision to the College Accommodation Committee for reevaluation (the Committee should attempt to complete its reevaluation within five (5) business days of receipt of the remand decision);
 - 2) grant the relief requested by the student-appellant; or
 - 3) uphold the College Accommodation Committee's original decision. Decisions of the College Accommodation Appellate Officer are final.