

ALBION COLLEGE

Student Appeal Procedure based on Disability

The Americans with Disabilities Act of 1990 was enacted to protect individuals with disabilities against discrimination. Albion College is committed to meeting the requirements of the ADA and will work to satisfy its requirements in serving the academic community.

The Director of the Learning Support Center for Albion College is designated as the ADA compliance officer and will handle ADA complaints from students.

If an Albion student believes that she has been discriminated against by faculty or staff because of a disability, or if the student believes the procedures described in the Student Disability Policy have not been followed properly, she has the right to seek a review of such concerns. A student may pursue either an informal or a formal review. If a student initiates an informal review, she may opt to pursue a formal review at a later time point.

In the event that the informal or formal review is in fact an initial request for an accommodation, the matter will be referred to the Director of the Learning Support Center and handled pursuant to the Student Disability Policy and the College and the Student shall work together in an interactive process to determine what if any accommodation may be provided.

Appeal Procedure

Informal Resolution

Prior to initiating the formal review procedure described below, it is recommended that the student make every attempt to resolve the issue in an informal manner. Should a student feel she has not been treated in a fair or professional manner with regard to access and accommodations, the student is encouraged to follow these procedures:

Student Responsibilities

The student should discuss her issue(s) with the instructor of the course or appropriate department representative (i.e. residential life, physical plant, library, etc.) directly unless extenuating circumstances prohibits doing so.

If a discussion with the course instructor, department representative (i.e. director of residential life, physical plant director, etc.) does not settle the situation, the student should then discuss the issue with the head of that department.

If a meeting with the head of the department does not resolve the matter, the student should discuss the issue(s) with the Director of the Learning Support Center. The Director will attempt to resolve the situation through discussions or meetings with the parties involved. The student and involved parties will be notified by the Director of progress, findings or resolution promptly.

If the Director of the Learning Support Center is unable to assist in informally resolving the issue(s), the student will be referred to the formal review procedure.

When the complaint originates from of a decision made by the Learning Support Center regarding a student's eligibility for academic or other accommodations the student is encouraged to discuss the matter first with the LSC Director. If the issue(s) regarding the Learning Support Center can not be resolved informally, the student may follow the procedures for submitting a Formal Review with the change of forwarding it immediately to the Provost who will determine which office(s) should conduct the investigation.

Formal Review Procedure

The appeal must be filed, in writing, with the College's Director of the Learning Support Center. The College encourages students to file all appeals as promptly as possible (i.e., within 30 days of the origination of the issue, or 14 days after the informal investigation findings are issued). The appeal must contain the following:

- A full description of the issue(s) including names of individuals, departments and or programs involved;
- Efforts taken to resolve the problem;
- Identification of the claimed disability at issue;
- The date(s) of the issue;
- Identification of individuals who have knowledge related to the appeal;
- The specific solution sought;
- The signature of the student;
- A statement of release for the Director to discuss the complaint with parties involved, including the nature of the disability;
- A statement of release for the Director to gain access to any relevant medical information about the student's claimed disability, and an agreement to execute necessary releases for such purpose;

All medical information will be treated confidentially and disclosed only on a need to know basis.

Appeals should be sent to the Director of the Learning Support Center, 311 Seeley Mudd Library, Albion College, Albion MI 49224.

Upon receipt of the appeal, Director of the Learning Support Center will review the appeal, and will provide the student with written notice acknowledging its receipt.

Director of the Learning Support Center will promptly initiate an investigation.

Upon completion of the investigation, Director of the Learning Support Center will promptly submit to the student, and to the party(s) against whom the appeal is directed, a final report

containing a summary of the investigation and the outcome of resolution (generally within 45 days of the initial filing).

The student or any party against whom the appeal is directed may appeal the decision. The appeal should be directed to the Provost of Albion College. The decision of the Provost shall be final. The final decision will be distributed to all concerned parties.