

STUDENT ACCESSIBILITY CENTER

DECISION RECONSIDERATION & APPEAL PROCESS

POLICY

If a student determines that their accommodation request has been unfairly denied by an Accessibility Specialist, they may request a reconsideration of the decision from the Director or Assistant Director of the Student Accessibility Center. If the student still feels as if they were unfairly denied they may submit a formal appeal to SAC leadership. Students are allotted one opportunity for an appeal of a decision from the Director (or Assistant Director) of the SAC.

Note:

Appealing an accommodation-related decision is different from submitting a grievance or complaint. If a student feels they have been discriminated against by any member of the Loyola community, they should submit a report to the [Office of Equity and Compliance](#).

The goal of an appeal is to determine the reasonableness and appropriateness of a particular accommodation request for a particular student based on their narrative, records, and documentation.

PROCEDURE

Requesting a reconsideration of a decision:

By request a reconsideration, the following process will ensue:

1. The student will contact the Director (or Assistant Director) of the SAC to notify them that they would like for them to reconsider an accommodation request.
2. The Director (or Assistant Director) will discuss the accommodation-related decision with the student's Accessibility Specialist and review the student's Accommodate file to gather information regarding the student's request.
3. The student may meet with the Director to discuss their reconsideration.
4. The Director (or Assistant Director) will notify the student and the student's Accessibility Specialist of their decision within 15 business days.