

Information for students to request an appeal or reconsideration of an accommodation decision.

Disability Discrimination: Informational Resolution and Formal Appeal Procedures

Informal Resolution

Accommodation requests are determined on a case-by-case basis through an interactive active process. This process involves the student with disabilities and a Coordinator from the Office of Disability Accessibility for Students (DAS) working together to develop an accommodation plan. There are times that the interactive process may not sufficiently determine the reasonableness of a specific accommodation, so the DAS Coordinator will bring the information to the Case Review Team (CRT) for further discussion and review. If the accommodation is denied by the full case review team, then the DAS Coordinator involved in the initial interactive process will report this to the student. The student may then appeal this decision to the DAS Director as soon as practicable upon receipt of the denial. The appeal must detail, in writing via email, a full description of the individual's concern, including the facts that support an accommodation approval. The DAS Director will review all relevant information and will issue a written decision in response to the appeal within 7 business days.

Formal Appeal Procedures

Students may appeal the denial of an accommodation request through the College's ADA/Section 504 Coordinator as soon as practicable upon receipt of the denial. The appeal must detail, in writing, a full description of the individual's concern, including the facts that support an accommodation approval, efforts made to resolve the concern through The Office of Disability Accessibility for Students and any other information relevant to the determination (including supporting documentation). Through the submission of an appeal, the appealing party authorizes the release of their accommodation-related health information to the ADA/Section 504 Coordinator (or their designee). Please note, this is a confidential process and health information will not be shared beyond what is necessary to process the appeal. Upon receipt of the appeal, the ADA/Section 504 Coordinator will review the denial by evaluating all relevant information and will make a determination regarding the matter. At their discretion, the ADA/Section 504 Coordinator may meet with the appealing party or other individuals with knowledge of the relevant facts. The ADA/Section 504 Coordinator will issue a written decision in response to the appeal.

The Community College of Rhode Island's ADA/Section 504 Coordinator can be reached at:
https://www.ccri.edu/hr/civil_rights_and_title_IX/

The ADA/Section 504 Coordinator will consider the following factors during their review:

- Whether designated procedures were followed

- If the appropriate information was utilized, reasonably considered, and supports the denial
- Whether the individual and the College engaged in an interactive dialogue
- Whether the requested accommodation poses an undue burden on the College
- Any other factors the ADA/Section 504 Coordinator determines to be relevant to the matter.

The ADA/Section 504 Coordinator will have the final determination in all appeals cases and if applicable will notify all relevant parties.

US Department of Education Contact Information

Individuals may always contact the following regarding allegations of disability discrimination in violation of Section 504:

U.S. Department of Education, Office of Civil Rights

Email: U.S. Office ocr@ed.gov

Boston Office: ocr.boston@ed.gov