Appeal Process for Accommodations

Undergraduate students having concerns in the area of academic accommodations are encouraged to resolve these concerns through direct communication with the professor or the Director of the Center for Academic Excellence (CAE). Often these concerns will involve a disagreement on an accommodation request. On those rare occasions when disagreements may not be resolved directly, the appeals process detailed below may be used.

Students having concerns relating to academic accommodations should first consult with the faculty member involved. If the issue can not be resolved, the student should contact the Director of the CAE.

Prior to a formal appeal, the student should discuss his/her questions with the faculty member involved. The appeal process is intended for those rare occasions when students and faculty cannot come to an understanding.

Steps students must take in this process must include:

1. In writing, the student identifies his/her concerns by drafting a letter indicating the course, instructor, the nature of the academic accommodation, and the grievance the student has concerning the academic accommodation or lack thereof.

2. The letter must include the student’s signature and is delivered or mailed to the Office of the Vice-President of Academic Affairs (VPAA). Generally within a week’s time, the VPAA will meet with the student. The student should bring any related materials from the course in question with him/her to this meeting.

3. Upon receipt of the letter, the VPAA will notify the 504 Coordinator and the Director of the Center for Academic Excellence (CAE).

4. The VPAA will meet with the faculty person involved. At this point, the faculty member may also have documents for review (papers, final exams, etc. for which the student does not have ownership).

5. Based on the materials and information from the student and faculty member, the VPAA resolves the question(s) identified in the appeal. The VPAA may choose to ask for a meeting with the student and faculty member or consult with others as appropriate.

6. The VPAA calls the standing appeals committee to review the information.

7. The VPAA’s final decision of the appeal will be communicated in writing to the student and faculty person involved within two weeks of receiving the request for appeal from the student. The decision of the VPAA is final. The VPAA will notify the 504 Coordinator and the Director of the CAE.

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8. The student or faculty member at a BVU Graduate & Professional Studies (GPS) Location may appeal the GPS Director’s decision to the Associate Dean for Graduate and Professional Studies. Such an appeal must state the reason(s) and be presented in writing within two (2) class days after receiving the decision from the GPS Director and includes forwarding the paperwork the GPS Director received to the Associate Dean for Graduate and Professional Studies who reviews the materials and may ask for meetings with the student and/or faculty member involved. The Associate Dean for Graduate and Professional Studies may also need to confer with appropriate school deans or others. The Associate Dean for Graduate and Professional Studies communicates her/his decision in writing within two weeks of receiving the request for appeal.

9. GPS students’ final appeal may be made to the Vice President of Academic Affairs (VPAA) and follows the process outlined in number 6 above.

10. Because of the specific nature of a concern a student may have about how the interaction with a faculty member is occurring, it may be most appropriate for the student to meet with the dean of the school or GPS Director initially rather than first speaking to the faculty member.