

OBERLIN

COLLEGE & CONSERVATORY

Center for Student Success - Disability Resources

Appeals Procedure

This appeals procedure is intended for those who would like to initiate a request for reconsideration after a decision has been made regarding an accommodation request based on disability status.

Informal Resolution Procedure

Oberlin College & Conservatory is committed to first attempting to resolve a dispute regarding a decision by Disability Resources at the Center for Student Success and/or the Housing and Dining Accommodations Committee (overseen by Disability Resources) through an informal process. Although the College does not require the informal resolution process to move to the formal appeals procedure, it is recommended that a student with a disability who has a concern first contact Disability Resources staff. The student will be able to discuss the appeal in an attempt to resolve the concern.

Formal Appeals Procedure

The formal appeals procedure begins with a written statement from the student that includes:

- Name, T number, campus address, home address, phone number and e-mail.
- A clear statement of the initial accommodation request.
- A description of disability, requested accommodation and supporting documentation from an evaluator.
- A description of the College's response to the accommodation request; and where applicable, the formal decision/accommodation letter provided by Disability Resources.
- The reason that the student is appealing the College's response to the accommodation request.
- The current date and the date of the action(s) that the student is appealing.
- The names of all Oberlin College employees or students involved.
- A summary of any actions that the student may have elected to take to resolve the matter informally.
- A statement of the student's requested outcome.
- Any additional documentation or information of the student's choosing.
- Where applicable, a release from the student authorizing the Committee to request pertinent documents and/or information from Disability Resources.

The student should submit the written statement to the Office of the Dean of Students, Wilder Hall 105, within thirty (30) business days from the date of the action being appealed. In cases where newly discovered information applies, the Office of the Dean of Students has the discretion to allow an exemption to the 30-day period.

The appeals committee will provide the student with a written response within thirty (30) business days of the appeal. Although the College will make reasonable efforts to comply with these timelines, circumstances such as access to information, availability of personnel, and school breaks may justify an extension of the timeline.

The decision of the appeals committee is the final decision regarding accommodations.

Complaints of Discrimination based on Disability

Oberlin College & Conservatory strives to provide prompt and equitable resolution of complaints alleging action prohibited by the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973. In order to submit a complaint of discrimination based on disability, students should contact the ADA/504 Coordinator, Rebecca Mosely (rebecca.mosely@oberlin.edu), in the Office of Equity, Diversity, and Inclusion (440-775-8555) located in the Carnegie Building, room 204.