



School of the Art Institute
of Chicago

Office of
Student Affairs

Disability
and Learning
Resource Center

SECTION 504/ADAAA GRIEVANCE PROCEDURE FOR ACCOMMODATIONS

Once a student submits documentation of a disability to the Disability and Learning Resource Center (DLRC) appropriate accommodations specific to the student's individual needs will be provided upon request. However, in some instances a request for an accommodation may be denied. If a student disagrees with DLRC's decision regarding the denial of an accommodation request, the student has the right to file a grievance.

I. Informal Grievance Procedure:

A student who disagrees with a decision made about an accommodation is encouraged to first discuss his/her concern(s) with the Director of DLRC. The DLRC staff believes in the importance of an interactive process with students with disabilities to determine reasonable accommodations. Discussions about accommodations are always welcomed.

If the student with a disability is still not satisfied with the accommodation decision after discussion with the DLRC Director, he/she may file a formal grievance as set forth below.

II. Formal Grievance Procedure:

A) A student who wishes to file a formal grievance about an accommodation decision should submit his/her concern(s) in writing to the Executive Director of the Wellness Center. Upon receipt of this notice of disagreement from the student, the Executive Director of the Wellness Center will undertake a reconsideration of the initial decision regarding the accommodation. As part of this reconsideration, he may request additional documentation of the student's disability. After review of the available information, the Executive Director of the Wellness Center will advise the student of his decision in writing.

B) If the student remains dissatisfied with the determination of the Executive Director of the Wellness Center, the student may submit a formal written appeal to the Vice President and Dean of Student Affairs. This written appeal should include a brief description of the disputed decision, the reasons why the student believes the decision was in error and a short description of a proposed resolution to the disputed decision.

The Vice President and Dean of Student Affairs may contact other individuals (such as faculty members or administrators) to discuss the requested accommodations, and may also request additional medical documentation or an independent medical opinion (if such information has not already been obtained by the Executive Director of the Wellness Center).

After review of the available information, the Vice President and Dean of Student Affairs (or her designee) will advise the student of her decision in writing, stating the final determination regarding the requested accommodation and the specific reasons supporting the decision. Every effort will be made to reach this final determination in a prompt manner.

It should be noted that these procedures apply only to grievances concerning accommodations. These procedures do not apply to students who feel they have experienced discrimination due to a disability. Procedures for addressing discrimination complaints are set forth in the Student Handbook.

The School of the Art Institute of Chicago expressly reserves the right to make changes to its written policies, rules, and regulations at any time.