



APPEAL/GRIEVANCE PROCEDURE

Should a UW-Stevens Point student believe they have been denied a reasonable accommodation related to access to a course, program, service, activity or space at UW-Stevens Point; or should they have a complaint that they have been discriminated due to their disability, that student has a right to appeal/grievance and should follow the following procedure.

Step 1:

Condition A: If a program, department, and/or instructor denies a student with a disability an accommodation that has been approved by the Disability & Assistive Technology Center (DATC) and identified on an accommodation notice for a specific course, the student should consult with DATC staff and describe the situation. DATC staff may ask for a written summary from the student. DATC staff may also consult with that instructor or staff member, their supervisor, department chair, dean, or vice-chancellor or their designee in order to resolve the issue.

Students are encouraged to bring their concerns forward in a timely manner so that University officials can resolve accommodation denials or disputes before final grades are posted.

Condition B: If a student with a disability finds they have been denied a reasonable accommodation or been discriminated against by any UW-Stevens Point personnel or in any situations that prevent them from functioning in programs, services, activities or within space on campus, the student should consult with the Director of the Disability & Assistive Technology Center (DATC) and describe the situation. The DATC will ask for a written summary of the student's situation. DATC staff will consult with the student, that department, program, faculty/staff member, their supervisor, department chair, dean, or vice-chancellor (or their designee) in order to resolve the issue or identify further avenues for reconsideration.

Condition C: If a student with a disability does not agree with the determination of an accommodation by Disability & Assistive Technology Center staff or find they have been discriminated by DATC staff, the student shall provide a written summary (letter or email) to the DATC Director to describe the situation and formally request reconsideration. The DATC Director will review the accommodation decision or situation and respond to the student's grievance. In situations where the accommodation decision in question was made by the Director students should refer to the Dean appeal route highlighted in Step 2 below.

Step 2: If a resolution has not been made or a denial has been upheld in Condition A or C of Step 1, and the student with a disability disagrees with the decision or resolution arrived at by the DATC Director, the student can provide a written appeal (letter or email) to the Dean of University College and schedule a meeting to request review and reconsideration.

Step 3: If the student does not agree with the Dean's reconsideration or resolution, the student shall provide a written appeal (letter or email) to the institutional ADA Coordinator to describe the situation and request review and reconsideration. The institutional ADA Coordinator is the Director of Human Resources. The ADA Coordinator will respond to the student's appeal and render a decision on behalf of UW-Stevens Point.

Throughout Steps 1-3 university officials will involve UW System legal counsel as they deem appropriate.

At any point in the appeal/grievance process a student has the right to file a complaint to the United States Department of Education Office of Civil Rights (OCR), the United States Department of Justice, or the State of Wisconsin Attorney General's office.