



The Director of SAS will review formal appeals or written grievances within 40 calendar

Student Accessibility Services  
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4. The SAS Team will provide students and the Director of Student Accessibility Services an opportunity to present information useful to understanding the appeal, in person, by email, or by other means if deemed appropriate.
5. The SAS Team may decide to uphold the previous accommodation decision, support the appeal request: decide on an alternative, reasonable accommodation, or decide that new information has been submitted which necessitates further review by the Coordinator/Director of Student Accessibility Services.

#### B. Step Two

1. If the student is dissatisfied with determination of the Step One appeal process, the student may appeal directly to the Provost within forty-five (45) days of receiving the Step One determination.
2. The appeal must be in writing and specify the reasons for disagreement with the Step One determination. It is the student's responsibility to provide the Provost with copies of the completed Step One Appeal Process Form and all supporting documentation.
3. A Step Two appeal may be filed in writing and delivered to by email, postal mail, fax, or in hand to the Provost.
4. Once an appeal is filed, the appeals process should last no longer than 50 days.
5. At the end of the investigation, the Provost shall provide the student with a final determination letter, via email or postal mail.
6. The Provost may decide to uphold the previous accommodation decision; support the appeal request; or decide that new information has been submitted which necessitates further review by the Director of Student Accessibility Services.
7. The Step Two appeal decision is final.

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