

## Accommodation Appeal and Grievance Procedures

The Office of Accessibility and Accommodations reviews requests for accommodations submitted by students at Navarro College. Based on the documentation provided, the Office determines appropriate and reasonable accommodations in accordance with applicable state and federal laws.

Students who disagree with an accommodation decision may file an appeal. Students may also file a grievance if they believe they have been denied equal access to an approved accommodation or have experienced discrimination under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

### Appeal Process

To appeal an accommodation decision, a student must submit a written appeal to the Assistant Director of Bulldog Life within three (3) working days of receiving notification of the decision.

The appeal must include:

- A description of the accommodation being requested.
- An explanation of how the requested accommodation will support the student's academic participation or performance.
- Information describing how the disability-related documentation supports the need for the requested accommodation.

### Review of Appeal

Upon receipt of the appeal, the Assistant Director of Bulldog Life will review:

- The student's appeal request.
- Previously submitted documentation.
- Any additional supporting documentation provided by the student.

After completing the review, the Assistant Director of Bulldog Life will issue a decision and forward the appeal to the Vice President of Student Services for final review.

## Final Review

The Vice President of Student Services will independently review the appeal and all supporting documentation. The Vice President may:

- Uphold the Assistant Director of Bulldog Life's decision.
- Approve the student's request in whole.
- Approve the student's request in part.

The student will be notified of the final decision in writing. The decision of the Vice President of Student Services is final.

## Grievance Process

Navarro College maintains general grievance procedures that apply to all students. Information about these procedures is available in the current [Navarro College Student Handbook](#).

Students may also choose to file a complaint with the U.S. Department of Education Office for Civil Rights.

## Additional Information

For questions regarding the accommodation appeal process or grievance procedures, please contact the Office of Accessibility and Accommodations.