

Appendix A

**PETITION TO APPEAL
ACCOMMODATIONS DECISION
FORM**

Student Name: Address: Phone number:	Student ID Number: Program: Person(s) whom you are petitioning: Accommodations Committee Type of Accommodations Request: _____
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You must attach documentation for the following:

- A. State the decision that you want to appeal.**
- B. Describe the extenuating circumstances that justify reconsideration and attach any supporting documentation.**
- C. Summarize the outcome you would like to see result from this appeal.**

Petitioner's Signature _____ **Date** _____

To be completed by the Accommodations Office:

Decision: Approved Alternative Not Approved Need More Information Comments:

Signature of the person being petitioned: _____

Date: _____

Date the petition to appeal was received by the Accommodations Coordinator:	Date the petition to appeal was sent to the Accommodations Committee:	Date the Accommodations Committee decision letter was sent to the petitioner:
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Appendix B:

*Not including holidays and/or semester breaks.

**PETITION TO APPEAL
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Appeal Meeting Guidelines**

1. The co-chairs of the ad-hoc Accommodations Committee are the Vice President of Administrative Services and the Accommodations Coordinator, who are non-voting members. The ad hoc committee will consist of a Program Director of the academic program the student is enrolled/intending to enroll in, the Vice President of Enrollment and Retention, the Vice President of Academic Affairs, and a Student Support representative.
2. A co-chair shall call the meeting to order.
3. Prior to distributing any materials, one of the co-chairs shall read verbatim the following announcement:
 - a. Meeting discussions are confidential and not to be discussed following the meeting's adjournment.
 - b. Committee members may take notes or write on the distributed materials.
 - c. No material may be removed from the meeting room.
 - d. No notes may be removed from the meeting room.
 - e. The standard of evidence used shall be "clear and convincing."
 - f. Committee members should ask themselves:
 - i. "Are the facts clear?"
 - ii. "Is the evidence strong?"
 - iii. "Am I convinced?"
4. A co-chair shall read the alleged extenuating circumstances that justify reconsideration and attach any supporting documentation violation.
5. A co-chair shall then distribute all materials to the committee members and provide the committee members ample time to read and comprehend the information.
6. The committee may discuss the evidence presented. The co-chair cannot participate in any part of the discussion.
7. A co-chair shall collect all the distributed materials and any committee member notes that may have been taken.
8. A co-chair shall distribute prepared paper ballots and like writing utensils to the committee members for anonymous voting.

Substantiated: evidence supports the extenuating circumstances that justify reconsideration.
Unsubstantiated: evidence is not sufficient to support extenuating circumstances that justify reconsideration.
9. The co-chairs shall collect the ballots, tabulate the results, and then announce the committee's decision without stating the numerical vote count.
9. A co-chair shall remind the committee members of the confidentiality of the committee meeting.
10. A co-chair shall adjourn the meeting.

The Accommodations Coordinator will notify the student of the decision made by the committee within five (5) business days * of the decision through email and by certified letter.

*Not including holidays and/or semester breaks.