

Appendix H:

PETITION TO APPEAL ACCOMMODATIONS DECISION Appeal Meeting Guidelines

1. The Accommodations Appeal Committee is an Ad Hoc Committee consisting of the 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 Administrative Services, a faculty member representative, and a Student Support representative. The Accommodations Coordinator will chair the Committee. The Accommodations Coordinator, Vice President of Administrative Services, and Vice President of Enrollment and Retention are non-voting members.
2. A chair shall call the meeting to order.
3. Prior to distributing any materials, the chair 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 chair shall read the alleged extenuating circumstances that justify reconsideration and attach any supporting documentation violation.
5. A 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 chair cannot participate in any part of the discussion.
7. A chair shall collect all the distributed materials and any committee member notes that may have been taken.

Substantiated: evidence supports the extenuating circumstances that justify reconsideration.

Unsubstantiated: evidence is not sufficient to support extenuating circumstances that justify reconsideration.

Each member of the committee will verbally indicate their vote.

The chair will confirm the results.
8. A chair shall remind the committee members of the confidentiality of the committee meeting.
9. A 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.