



Reasonable Accommodations and Appeals & Grievances ACCESSIBILITY SERVICES (AS)

When initiating the appeal process, students will make a good faith effort, with direct intervention from the Accessibility Services Coordinator in the Accessibility Services (AS) Office, to collaborate with the individual faculty or staff, division chair, dean's offices, and/or committees involved to try and resolve accommodation concerns. After exhausting all attempts to resolve issues through different pathways, and if the student believes that their accommodation concerns are still not being met, then the student may utilize the following appeal process:

If a student believes that the AS Coordinator has not provided reasonable, appropriate accommodations, or if the student believes that some individual, office, or committee of the institution has failed to appropriately accommodate their needs, or has in some way discriminated on the basis of disability, then the student has a right to appeal.

1. Meet with the Director of Advising, Career, and Transfer Services to discuss the concern and further explore options for providing equal access.
2. The student shall submit a written appeal to the Dean of Student Services and Enrollment Management outlining the factual basis and rationale of the appeal.
3. Within thirty (30) instructional days, the Dean of Student Services and Enrollment Management, the Dean of Instruction and/or Dean of Workforce Education will review the appeal and make recommendations in writing for appropriate resolution.
4. If a satisfactory resolution is not reached, the student may present their appeal to the Vice President of Student Services.
5. The Vice President for Student Services shall respond in writing within thirty (30) instructional days of the receipt of the appeal. The decision of the Vice President for Student Services is the final decision of the institution.

If a student has a grievance and would like to seek resolution *outside* the College, the student should contact:

Seattle Office
Office of Civil Rights
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174-109
Phone: 206-607-1600
TDD: 206-607-1647
Fax: 206-607-1601
E-mail: OCR.Seattle@ed.gov

WA State Human Rights Commission
Olympia Headquarters Office
711 S. Capitol Way, Suite 402
Olympia, WA 98504-2490
Phone: 360-753-6770
Toll Free: 1-800-233-3247
TTY: 1-800-300-7525
Fax: 360-586-2282