General Guideline:

AccessAbility Services (AAS) is the official university agent charged with determining reasonable accommodations for students with disabilities. To request an accommodation, students must initiate the process with AAS and provide adequate information regarding a disability. The Academic Accommodation Grievance Procedure is designed to address disagreements or denials regarding requested services, accommodations, or modifications to university practices or requirements. Situations in which this grievance procedure should be used are:

- Disagreements regarding reasonable accommodations.
- Difficulty receiving accommodations approved within the classroom.

Students who feel they have experienced discrimination due to a disability should contact Carolyn Lanier, Executive Assistant to the President/Chief Diversity Officer, University Hall 214, at 203.837.8277 or lanierc@wcsu.edu. Discrimination in programs and services due to a disability is prohibited at Western Connecticut State University and is a violation of state and federal law. Please note that the discrimination complaint procedure does not replace and is not a substitute for other established university procedures such as judicial, grade appeal, housing, public safety, or other such policies and procedures. Students with disabilities are held to the same standards and must follow established policies and procedures as other students at Western Connecticut State University.

Accommodation Grievance Procedure:

- Student submits appropriate documentation and requests accommodations in accordance with AAS guidelines.
- In the event there is a disagreement between the student and the faculty member, AAS will attempt to resolve the disagreement by working with the faculty member and student. If an agreement cannot be determined between the instructor, AAS, and the student, AAS will attempt to resolve the disagreement by working with the Department Chair.
- If an agreement cannot be determined between the Department Chair, faculty member, AAS, and the student, AAS will attempt to resolve the disagreement by working with the appropriate Dean.
- If the disagreement is not resolved, the student, may contact the Provost/Vice President for Academic Affairs by filing a Grievance Form.
- Upon receipt of an AAS Grievance Form, the Provost/Vice President for Academic Affairs will undertake a reconsideration of the initial decision regarding the accommodation during which time he may request additional information regarding the student’s disability. Once all information has been received and reviewed, the Provost/Vice President for Academic Affairs will render a decision within ten (10) working days.
The decision of the Provost/Vice President for Academic Affairs is not appealable. However, the student may file an official discrimination complaint through normal administrative channels such as Multicultural Affairs & Affirmative Action Programs or through external agencies such as the Office for Civil Rights, Connecticut Commission on Human Rights and Opportunities (CHRO), or Equal Employment Opportunity Commission (EEOC). Multicultural Affairs & Affirmative Action Programs office can be contacted at 203-837-8278 or LanierC@wcsu.edu.