



Accommodations Grievance Process

Colby's Office for Student Access and Disability Services is committed to ensuring access for students with disabilities across all aspects of campus. To do this, we use an individualized yet collaborative approach to determining possible barriers and generating effective accommodations. However, disagreements over accommodation determination and implementation may arise. To support positive resolutions, our office uses the following grievance process.

Students who feel their accommodations were inappropriately denied or implemented and were not able to find a resolution by working with the Associate Director of Student Access and Disability Services are able to grieve by submitting a formal written request to the Accommodation Grievance Committee. The Accommodation Grievance Committee consists of the Dean of Students, Assistant Dean of Students and representatives from the Office of the Provost and Counseling Services.

Grievance requests should include a completed grievance request form along with a detailed description of the nature of the grievance, relevant documentation and a suggested resolution. Note that disagreement with the decision alone is not grounds for a grievance, rather it must be based on one of the following reasons:

- A failure to follow the process for determining an accommodation or its implementation and how this resulted in a denial of rights or negative impact.
- The existence of new evidence, not known or available when the decision was made, which would have significant bearing on the decision.
- A failure to comply with laws, regulations, rules, policies, or procedures governing the Accommodation process.

Once a grievance has been submitted, the Associate Director of Student Access and Disability Services will be given 5-7 working days to submit a response. Once both are received the Accommodation Grievance Committee will have 5-7 working days to make a determination regarding the grievance.

We strongly encourage students who wish to submit a grievance to speak with their class dean to review the process. Grievances will not result in discrimination or retaliatory actions against the grieved party.