

Appeal and Grievance Procedures

The Disability Services Office is the entity that reviews students' request for accommodation at Navarro College. Based on documentation received from a student, the Disability Services Office determines appropriate and reasonable accommodation in accordance with state and federal law. Following notification of the Disability Services Office's decision, students may file an appeal. Students may also file a grievance when he/she believe equal access has been denied in regard to appropriate accommodation or when he/she believe they have been discriminated against as described in Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Amendments Act of 2008 (ADA).

To appeal the Disability Services Office's decision, students must submit an appeal letter to the District Coordinator of Disability Services within 3 working days of being notified of the decision. The appeal letter should include:

1. A statement describing the requested accommodation;
2. How the requested accommodation(s) will support his/her academic performance;
3. Indicate how the submitted disability related documentation supports the need for the requested accommodation(s).

Once an appeal has been submitted to the District Coordinator of Disability Services, the District Coordinator will reconsider the student's request for accommodation based on the documentation and written request for appeal, and/or any additional documentation provided. After rendering a decision, the appeal will be submitted to the Vice President of Student Services for final review. The Vice President will independently review the appeal and all documentation and may uphold the District Coordinator's decision(s) or grant (in part or in full) the student's request. The Vice President will inform the student of the decision in writing and the decision will be considered final.

Navarro College has general grievance procedures that apply to all students. These procedures can be found in the current Navarro College Student Handbook. A student may also choose to file a complaint with the U.S. Department of Education's Office of Civil Rights. For more information regarding the accommodation appeal and/or general grievance processes, please contact the Disability Services Office.