

## Accommodation Appeals Process

Eligibility for accommodation is determined through an interactive process between the individual student and Worcester State University's Student Accessibility Services office. If eligibility for an accommodation is denied, the student should contact the Director of Student Accessibility Services in a timely fashion stating the reason for their concern and any specific remedial action being requested.

If the concern is not resolved at this level, the student may choose to pursue a formal appeal by submitting their concern in writing to Julie Kazarian, Dean of Students and Chief Student Affairs Officer at [jkazarian@worchester.edu](mailto:jkazarian@worchester.edu). Such an appeal should be made as soon as possible, but must be done within 7 days of the refusal of an accommodation or failure to resolve the concern.

Once the formal concern is received, the Dean of Students and Chief Student Affairs Officer will review the written appeal and all relevant information. The Dean of Students and Chief Student Affairs Officer will either uphold the original decision/accommodation as determined by the Student Accessibility Services, or revise the accommodation. The decision of the Dean of Students and Chief Student Affairs Officer is final.

The Dean of Students and Chief Student Affairs Officer will notify the student in writing of the University's final decision. The appeals process will be completed within 30 days from the time the appeal is referred to the Dean of Students and Chief Student Affairs Officer.

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