## Reasonable Accommodation Appeal Process

**1.** When a student requests an accommodation or adjustment, academic or otherwise, the DRC will consider the reasonableness of the request.

**2.** When the DRC has concerns about the reasonableness of the request, the DRC will assemble a group of trained, knowledgeable, experienced individuals to review the program/course, service, or activity requirements. This group will consider whether effective alternatives to the essential requirements exist, which could allow students with disabilities to participate in programs/courses, services or activities without waiving or lowering essential requirements or fundamentally altering the nature of the program/course, service, or activity. This group shall consist of staff members from the DRC and any applicable university staff.

**3.** Within three (3) business days of the date the meeting above has concluded, the DRC will inform the student in writing of whether the request would fundamentally alter the program/course, service, or activity.

**4.** If the student is dissatisfied with the result, the student may request, in writing, a review by the Director of the DRC. The student must provide the written request to the Director of the DRC within three (3) business days of delivery of the determination. In the written request for review, the student must explain the reasons why s/he believes the determination is in error.

**5.** The Director of the DRC will review and assess the determination. In reaching a decision, the Director of the DRC may consult with the student or any other individuals who are trained, knowledgeable, and experienced with the program/course, service or activity.

**6.** The Director of the DRC will issue a written decision within three (3) business days of receipt of the student's request for review.

**7.** If the student is dissatisfied with the decision of the Director of the DRC, the student may file a complaint through the Office of Equity and Diversity/ADA Coordinator at the following:

https://www.utc.edu/equity-inclusion/complaint-form.php