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## Appeal Process for Counseling & Career Services

### I. Purpose

The purpose of the appeal procedure is to provide a means for students with disabilities to resolve concerns regarding the following:

- a- relevance of documentation – to include timeliness of documentation and its contents
- b- the accommodations granted
- c- the provision of accommodations in a timely manner
- d- any other disability related issues

### II. Procedures

- A. The student should attempt to resolve concerns with the faculty or staff member immediately [as soon as possible] but no longer than 5 instructional weekdays of the incident. This could include an informal conference at this level with a third party present [the third party could be another counselor, faculty or staff member].
- B. If the student is unable to resolve the concerns at this level, the student should address his/her concerns in writing to the Director of Counseling & Career Services. The letter must be presented to the Director of Counseling Services within 2 instructional weekdays after satisfying step A in this appeal process.
- C. The Director of Counseling & Career Services shall give written acknowledgment via certified mail of receipt of the letter within 2 instructional weekdays. The Director of Counseling & Career Services will review with the student; staff and faculty involved to attempt to resolve the concerns and will respond in writing to all parties concerned within 5 instructional weekdays.

### III. Further Consideration

Should the matter of concern not be satisfactorily resolved, the student may wish to pursue a formal grievance. Information on filing a student grievance is provided in the MTC *Student Handbook*. The student may also contact the Assistant VP of Student Development Services for assistance with the process.