

3.13.1 Grievance and Appeals Procedure

A grievance process is available to students whose request for accommodations has been denied by a staff or faculty member.

Informal Resolution

The student, the person who denied the request, a designated seminary representative, and, if appropriate, the student's advisor, meet to discuss the denial of the accommodation. (Note: The designated staff representative is responsible for arranging the meeting.) The meeting must take place within ten working days of the initial notification of denial. The issue may be resolved at this level. However, if the issue is not resolved, the process moves to filing the formal grievance.

Formal Grievance

Students should consult their academic advisors in formulating formal written grievance. In all cases where a formal written grievance is filed, a record of all the proceedings shall be made and a permanent record maintained in the student's file. An issue may be appealed only once. (For more details, see "Procedure for Appeal of "Administrative Decisions" included in the Student Handbook.)

Office of Civil Rights

If the denial is upheld and the student is dissatisfied with the result, he or she may take the complaint to the Region VII Office of Civil Rights, U.S. Department of Health and Human Services, 601 East 12th Street - Room 353, Kansas City, MO 64106, Voice Phone (800) 368-1019, FAX (816)426-3686, TDD (800)5377697; or website:

<http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html>