**ACCOMMODATION APPEAL FORM**

##  **Name Net ID date**

 **PHONE NUMBER EMAIL ADDRESS**

**ACCOMMODATIONS TO BE REVIEWED**

**Reason for requesting appeal.**

**Please describe specifically how access is impaired or lacking with your current accommodations. Attach additional documentation as needed.**

**REMEDY SOUGHT**

 **FOR OFFICE USE ONLY**

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#  Request Approved Approved with Modifications Denied Additional Documentation Required

**Basis for decision**

 **A.S. Director | Designee Signature DatE**

**ACCOMMODATION APPEAL PROCESS**

Before filing an appeal, review our standard procedures for determining accommodations:

* Accessibility counselor reviews available documentation and collects information on functional limitations, past accommodations, and current needs.
* Following Accessibility Services policies, accessibility counselor determines most appropriate accommodations and services.
* *Determination of Accommodations* document is generated. Student and accessibility counselor both sign and student receives a copy**.**

If a student asks for an additional accommodation that 1) CSU East Bay does not currently provide or 2) the counselor has determined not reasonable or appropriate, the student can appeal the decision through the accommodations appeal process as follows.

1. Students with questions or concerns about accommodations must inform Accessibility Services as soon as they become aware of the issue. They should discuss the issue with their accessibility counselor in order to explore possibilities and solutions through an interactive process.
2. If the student and accessibility counselor are unable to agree on the issue or the student would like to appeal a counselor’s decision to deny an accommodation, students may complete the *Accommodation Appeal Form*, describing the request or challenge.
3. The *Accommodation Appeal Form* is forwarded to the Accessibility Services Director or designee. The Accessibility Services Director/designee will evaluate the appeal and make appropriate recommendations within 10 business days of receiving the appeal.
4. During the process, accommodations as determined by the counselor will continue to be in effect in order to provide access during the appeals process.
5. Students who are dissatisfied with the Accessibility Services Director’s recommendation may…