



**Marshall B.
KETCHUM UNIVERSITY**

Office of Student Affairs

Disability and Accommodation Appeals

MBKU determines reasonable accommodations through an interactive process that includes the Vice President for Student Affairs, appropriate members of the University, and the student who is requesting accommodations. Applicants or students who are dissatisfied with the determination made by the Vice President for Student Affairs concerning accommodations and/or removal of barriers can appeal the decision. Before proceeding to the appeal process, applicants and students are encouraged to discuss their concerns with the Vice President for Student Affairs. Problems may occur simply because of a misunderstanding or miscommunication and clarification through a personal one-on-one discussion can often lead to resolution. If the problem involves another University employee or student, the Vice President for Student Affairs can also work with you to address that issue.

MBKU expects that you will bring up any concerns in a timely manner. Students and applicants will not be subject to retaliation. Students and applicants who believe they have been subjected to retaliation should follow the procedures in MBKU's Unlawful Harassment Policy.

Applicants or students who wish to appeal a decision must submit an appeal in writing using the Disability and Accommodation Appeal Form. The Senior Vice President and Chief of Staff, who serves as the University's ADA compliance officer, will decide the appeal. The Senior VP will review the appeal form along with the disability paperwork and interview the applicant or student to discuss the applicant or student's appeal. The Senior VP may request additional documentation from the student or applicant.

The decision of the Senior Vice President and Chief of Staff will be final.

Disability and Accommodation Appeal Form

NAME _____

PROGRAM _____

CLASS YEAR _____

STUDENT ID NUMBER _____

TYPE OF DISABILITY _____

Because of the following situation or condition, this complaint is hereby lodged with the Senior Vice President and Chief of Staff. The details of my complaint are as follows:

(If more space is needed, or if you desire to attach documentation, please check this box and attach additional documentation.)

Student Signature

Date

Received by the Senior Vice President _____

Investigation Initiated _____

Response sent to Student _____