

**Disability Services Office**  
**Student Opportunity and Resource (SOAR) Center**  
**Dickinson State University**

291 Campus Drive, Dickinson, ND 58601  
701-483-2686 [dsu.disability@dickinsonstate.edu](mailto:dsu.disability@dickinsonstate.edu)

**Grievance Policy/appeals Process – Denial of Accommodation**

1. Questions regarding denials of an accommodation should be raised with the Disability Services Specialist within three (3) working days of notification of denial from the Disability Services Specialist. The Disability Services Specialist will respond to questions within six (6) working days.
2. Should this not resolve the concern, a student may file an appeal of decisions reached by the Disability Services Specialist within three (3) working days of notification from the Disability Services Specialist. Appeals shall be in writing, state the reason(s) why the appeal is being requested, and be delivered to the Associate Provost (or his/her designee).
3. Except as required to explain the basis of new information, an appeal shall be limited to: (a) review of the paperwork on record with the Office of Disability Services, (b) decision of the Disability Services Specialist, and (c) consideration of additional supporting information submitted by the student with a disability. The Associate Provost may: (a) review practices at other institutions of higher education, including those within the North Dakota University System; (b) consult with the Provost; and/or (c) seek guidance from general counsel.
4. The Associate Provost shall review the appeal within 10 working days of the filing of the appeal.
5. Upon completion of the Associate Provost's review, the Associate Provost will notify the student, in writing, of his/her decision.
6. If a student wishes to appeal the decision of the Associate Provost, she or he may file a second appeal within three (3) school days of notification from the Associate Provost. Appeals shall be in writing, shall specifically state the decision being appealed and the basis for such an appeal, and be delivered to the Provost (or his/her designee).
7. Except as required to explain the basis of new information, an appeal shall be limited to a review of the paperwork on record with Disability services and decision s of the Disability Services Specialist and the Associate Provost. The Provost, or his/her designee, may consult with General Counsel, others within the field of disability services, and/or review practices at other institutions of higher education, including those within the North Dakota University System, to inform decisions regarding appeals.
8. The Provost, or his/her designee, shall review the appeal within 10 working days of receipt of the filing of the appeal.
9. Upon the completion of the Provost's review, the Provost, or his/her designee, will notify the student, in writing, of his/her decision.
10. The decision of the Provost, or his/her designee, shall be final and binding.