

Appeal Procedure for ARC Accommodation Decisions

The University of Wisconsin-Milwaukee (UWM) is committed to providing equal access to all of its programs, services and activities for individuals with disabilities. UWM's Accessibility Resource Center (ARC) facilitates this commitment for enrolled students by verifying a student's disability and identifying the reasonable accommodation(s) that should be provided to the student or that are otherwise necessary to ensure equal access.

This Appeal Procedure is intended to provide for the prompt and equitable resolution of complaints involving disability determinations or accommodation decisions made by ARC.

Step 1. First Level Appeal

The student must first present his/her concerns and disagreement to his/her assigned ARC counselor. The student must specifically indicate in writing that s/he is raising an appeal pursuant to this Appeal Procedure. The student should include a clear and concise statement of the issue(s) requiring review and provide a copy of any supporting materials s/he wishes the ARC counselor to consider. This should occur within 10 working days of the ARC decision that prompted the appeal. The ARC counselor's decision should be given to the student in writing within 5 working days of the meeting/discussion.

Step 2. Second Level of Appeal

If the student is not satisfied with the result of Step 1, the student may appeal in writing to the ARC Director. This appeal must be received by the ARC Director within 10 working days of the date of the Step 1 decision. The student should include the following information in his/her appeal: (1) a clear and concise statement of the issues to be reviewed, (2) a summary of steps taken by the student to resolve the issue(s), (3) a detailed description of the relevant facts, (4) names of persons with relevant information, and (5) a copy of relevant documents or other evidence. The Director will consult with appropriate parties and may meet with the student at the Director's discretion. The Director will respond to the student in writing within 20 working days.

Step 3. Third Level of Appeal

If the student is not satisfied with the result of Step 2, s/he may file a final appeal with the Vice Provost for Academic Affairs. The appeal must be made in writing within 10 working days of the date of the Step 2 decision. The student should submit all relevant documentation (as described above). In addition, a chronology of events is helpful. The Vice Provost will consult with appropriate parties and make a decision in writing within 20 working days.

Other Options

In addition to this Appeal Procedure, UWM has a policy that prohibits discrimination against students on the basis of disability called UWM's Discriminatory Conduct Policy (S-47). The Discriminatory Conduct Policy provides a mechanism for students to file complaints with UWM's Office of Equity and Diversity Services ("EDS"), which is charged with investigating such claims. Any student enrolled at UWM who believes that she or he has been discriminated against on the basis of disability (including, but not limited to, complaints involving accommodation decisions made by ARC) may file a complaint with EDS.