



Student Accessibility Services
100 College Drive Allentown,
PA 18104
610-606-4628
fax: 610-606-4673

Student Accessibility Services Appeal Process

We respectfully request that you contact Students Accessibility Services staff with any questions, concerns or issues you have about decisions related to your individual accommodations. Many questions, concerns and issues can be sufficiently addressed through additional discussion of process and procedures.

If, after such a discussion, you remain dissatisfied with a decision related to your requested individual accommodations, you may choose to initiate an appeal by filing the appeal, in writing, within sixty (60) days of being informed of the decision by the Director of Student Accessibility Services. You will be required to clearly present the following information to the Assistant Dean of Students, Dr. Amy Porter:

- The decision you are appealing
- The basis and rationale for the appeal
- The specific facts and/or policies supporting your position
- The remedy and resolution you desire

The Assistant Dean will review the information you provide, meet with you, and meet with instructors, department chairs, the Director of Student Accessibility Services and/or other individuals as needed. The Assistant Dean may also review pertinent documentation such as information your provided during your Student Disclosure meeting and any supplemental disability information related to your accommodation request. The Assistant Dean will then issue a written decision within thirty (30) days after receiving your appeal.

Students may file a complaint with Cedar Crest College using the “Student Complaint Form” if they have followed the College’s relevant procedures but believe they have not been treated fairly and impartially, if College policies and procedures have not been followed properly in addressing their dispute, or they wish to object to College policies and procedures. This form is found on My Cedar Crest at https://my.cedarcrest.edu/ICS/Current_Students/Default_Page.jnz?portlet=Student_Complaint_Form

At any time during this process, you have the right to contact the Office of Civil Rights. The following is the contact information for the regional office serving the Commonwealth of Pennsylvania:

Office for Civil Rights
Philadelphia Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: (215) 656-8541
Facsimile: (215) 656-8605
Email: OCR.Philadelphia@ed.gov