



Disability Resources
100 College Drive
Allentown, PA 18104
610-606-4628
fax: 610-606-4673

Disability Resources Appeal Process

We respectfully request that you contact Disability Resources 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 Learning and Disability Services. You will be required to clearly present the following information to the Dean of Student Success, Dr. Calley Stevens Taylor:

- 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 Dean will review the information you provide, meet with the you, and meet with instructors, department chairs, the Director of Learning and Disability Resources and/or other individuals as needed. The 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 Dean will then issue a written decision within thirty (30) days after receiving your appeal.

In the event you are dissatisfied with the Dean's resolution, you may file a formal appeal, in writing, with the Provost, Dr. Robert Wilson, within fourteen (14) days of the Dean's decision. You must present written statements regarding why you feel the Dean's decision was issued in error. The Provost will review the decision and issue you a written determination within thirty (30) days of receipt of the appeal.

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