Office of Disability Services
Oberlin College
Appeals Procedure

The appeals process is a request for reconsideration of an accommodation request.

Informal Appeals Procedure

Oberlin College is committed to first attempting to resolve a dispute regarding a decision by Disability Services through an informal process. Although the College does not require the informal appeal to move to the formal appeals procedure, we recommend that a student with a disability who has a concern should first contact the Director of the Office of Disability Services. The student will be able to discuss the appeal with the director in an attempt to resolve the concern.

Formal Appeals Procedure

The formal appeals procedure begins with an e-mail from the student that includes
• Name, campus address, home address, phone number and e-mail.
• A clear statement of the initial accommodation request.
• A description of the student’s disability and requested accommodation and supporting documentation from an evaluator.
• A description of the College’s response to the accommodation request.
• The reason that the student is appealing the College’s response to the accommodation request.
• The current date and the date of the action(s) that the student is appealing.
• The names of all Oberlin College employees or students involved.
• A summary of any actions that the student may have elected to take to resolve the matter informally.
• A statement of the student’s requested outcome.
• Any additional documentation or information of the student’s choosing.

The student must submit the written statement to Dean Amy Salim, Wilder Hall 105 within 30 business days from the date of the action being appealed. In cases where newly discovered information applies, Dean Salim has the discretion to allow an exemption to the 30-day period.

The appeals committee consists of 1) Dean Amy Salim, chair of the committee; 2) an associate dean from the College of Arts and Sciences, Dean Steven Wojtal or the Conservatory associate dean, and 3) the Director of Residential Education.
, Dean Adrian Bautista, or any of the members’ designees.

The appeals committee will provide the student with a written response within 30 business days of the appeal. Although the College will make reasonable efforts to comply with these timelines, circumstances such as access to information, availability of personnel, and school breaks, may justify an extension of time, determined by the Assistant Director of Health Initiatives in the Dean of Students Office.

The decision of the appeals committee is the final decision regarding accommodations.

Complaints of Discrimination Based on Disability

Oberlin College strives to provide prompt and equitable resolution of complaints alleging action prohibited by the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act of 1973. In order to submit a complaint of discrimination based on disability, students should contact the ADA/504 Coordinator, Kim Jackson Davidson (kdavidso@oberlin.edu) in the Office of the Dean of Students (Wilder 105).