Appeals Procedure

The appeals process is a request for reconsideration after a decision has been made regarding an accommodation request.

Informal Resolution Procedure

Oberlin College & Conservatory is committed to first attempting to resolve a dispute regarding a decision by the Office of Disability Services (ODS) and/or the Housing and Dining Accommodations Committee (overseen by ODS) through an informal process. Although the College does not require the informal resolution process 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. In most cases, Housing & Dining Appeals will be instructed to go directly to the Formal Appeals Procedure.

Formal Appeals Procedure

The formal appeals procedure begins with a written statement 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, requested accommodation and supporting documentation from an evaluator.
- A description of the College’s response to the accommodation request; and where applicable, the formal decision/accommodation letter provided by ODS.
- 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.
- Where applicable, a release from the student authorizing the Committee to request pertinent documents and/or information from ODS.
During August 2017: The student must submit the written statement to Shozo Kawaguchi, Associate Dean of Community Life in the Office of the Dean of Students, Wilder Hall 105 within 30 business days from the date of the action being appealed.

After August 31, 2017: The student must submit the written statement to Amy Salim, Assistant Dean of Student Life, and Chair of the Appeals Committee, in the Office of the Dean of Students, Wilder Hall 105 within 30 business days from the date of the action being appealed.

In cases where newly discovered information applies, either of the named Deans has the discretion to allow an exemption to the 30-day period.

The appeals committee consists of 1) Amy Salim, Assistant Dean of Student Life and chair of the committee, or, Shozo Kawaguchi, Associate Dean of Community Life and interim chair of the committee, 2) an associate dean from the College of Arts and Sciences, Elizabeth Hamilton and/or an associate dean from the Conservatory, Mary Kay Gray, and 3) the Associate Dean of Campus Life and Director of Residential Education, 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 chair of the Appeals Committee.

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

Complaints of Discrimination based on Disability

Oberlin College & Conservatory strives to provide prompt and equitable resolution of complaints alleging action prohibited by the Americans with Disabilities Act (ADA), 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, Rebecca Mosely (rebecca.mosely@oberlin.edu), in the Office of Equity, Diversity, and Inclusion (440-775-8555) located in Carnegie Building, room 204.