



UNK Disability Services for Students  
 Memorial Student Affairs Building  
 2510 11<sup>th</sup> Ave MSAB 163  
 Kearney, NE 68849  
 Phone (308) 865-8214 E-mail [unkdso@unk.edu](mailto:unkdso@unk.edu)

## ACCOMMODATION APPEAL FORM

---

Name and Student ID Number Phone Date

---

Address (include city, state, zip) Email Address

Accommodation(s) to be reviewed: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Reason for requesting appeal: (Please describe specifically how access is impaired or lacking with your current accommodations. Attach additional documentation as needed.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Remedy Sought: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DSS Director Review Date: \_\_\_\_\_

- Request Approved
- Approved with Modifications
- Denied
- Additional documentation required

Basis for decision:

\_\_\_\_\_  
 \_\_\_\_\_

---

DSS Director/Designee Signature Date



UNK Disability Services for Students  
Memorial Student Affairs Building  
2510 11<sup>th</sup> Ave MSAB 163  
Kearney, NE 68849  
Phone (308) 865-8214 E-mail [unkdso@unk.edu](mailto:unkdso@unk.edu)

## ACCOMMODATION APPEAL PROCESS

Before filing an appeal, review our standard procedures for determining accommodations:

- Student provides documentation on disability.
- Professional staff reviews documentation and collects information on functional limitations, past accommodations, and current needs.
- Following Disability Services for Students (DSS) policies, professional staff determines most appropriate accommodations and services.
- After engaging in an interactive process with the student and reviewing documentation, an Eligibility Letter listing approved accommodations is developed through DSS online. A copy of this letter is sent to the student's UNK e-mail address and a copy is also available to the student through the DSS Online student portal.

If a student asks for an additional accommodation that the professional staff person has determined not reasonable or appropriate, the student can appeal the decision through the accommodations appeal process, as follows.

1. Students with questions or concerns about accommodations must inform Disability Services for Students as soon as they become aware of the problem. They should discuss the issue with a DSS staff person in order to explore together possibilities and solutions.
2. If the student and the staff person are unable to agree on the issue or the student would like to appeal a staff person's decision to deny an accommodation, students may complete the *Accommodation Appeal Form*, describing the request or challenge. If additional documentation is required to support the request, it is the student's responsibility to provide it. The review will not progress without full documentation.
3. The *Accommodation Appeal Form* is forwarded to the Disability Services Director or designee. The Disability Services Director/designee will evaluate the matter and make appropriate recommendations within ten (10) working days of receiving the issue.
4. Disagreements will be resolved as quickly as possible. During the process, current accommodations as determined by the counselor will continue to be in effect in order to provide access during the appeals process.
5. Students who are dissatisfied with the Disability Services Director's recommendation may direct their concerns to the UNK Disability Accommodation Review Committee.

*This policy is restricted to academic and access accommodations. Concerns related to student discipline/behavior or academic fairness should be referred to the appropriate office or committees.*