

## Reasonable Accommodation Appeal Process

1. When a student requests an accommodation or adjustment, academic or otherwise, the ODS will consider the reasonableness of the request.
2. When the ODS has concerns about the reasonableness of the request, the ODS will assemble a group of trained, knowledgeable, experienced individuals to review the program/course, service, or activity requirements. This group will consider whether effective alternatives to the essential requirements exist, which could allow students with disabilities to participate in programs/courses, services or activities without waiving or lowering essential requirements or fundamentally altering the nature of the program/course, service, or activity. This group shall consist of staff members from the ODS and any applicable university staff.
3. Within three (3) business days of the date the meeting above has concluded, the ODS will inform the student in writing of whether the request would fundamentally alter the program/course, service, or activity.
4. If the student is dissatisfied with the result, the student may request, in writing, a review by the Manager of the ODS. The student must provide the written request to the Manager of the ODS within three (3) business days of delivery of the determination. In the written request for review, the student must explain the reasons why s/he believes the determination is in error.
5. The Manager of the ODS will review and assess the determination. In reaching a decision, the Manager of the ODS may consult with the student or any other individuals who are trained, knowledgeable, and experienced with the program/course, service or activity.
6. The Manager of the ODS will issue a written decision within three (3) business days of receipt of the student's request for review.
7. If the student is dissatisfied with the decision of the Manager of the ODS, the student may file a final appeal. The final line of appeal is through the Office of Dr. Mark McCloud (mmclou5@utm.edu), Chief Diversity and Inclusion Officer.
8. Please submit appeals in writing with the circumstances and objection clearly outlined.

 **MARTIN**  
OFFICE OF DISABILITY SERVICES  
206-209 Clement Hall  
DisabilityServices@utm.edu  
Phone: 731.881.7195  
Fax: 731.881.7702