# Grievance Policy & Procedures

This procedure is intended to provide instructions should individuals have concerns or grievance regarding accommodations or services with the Center for Disability Access and Resources.

## Student Procedures

1. Students should present their concerns in writing to the CDAR Director. The grievance should contain the following elements.

* Specifics of the concern, including the student’s rationale for filing the grievance
* History of the issue, including steps that the student has taken to date
* Individuals against whom the concern is being filed
* Requested resolution to the concern
* Contact information for the student

If the grievance relates to accommodations granted or not granted to a student, accommodations may not be adjusted until the Director has reached a decision. The Director will investigate and respond to the student within 7 working days.

Director, Center for Disability Access and Resources (CDAR)  
Bruce Pitman Center 127  
208.885.6307  
[cdar@uidaho.edu](mailto:cdar@uidaho.edu)

2. Once a formal decision has been made and the student informed, the student may appeal to the Vice Provost for Student Affairs, within 10 business days of the Director’s response. The Directors decision may not be adjusted until the Vice Provost for Student Affairs has reached a conclusion. CDAR will provide the Vice Provost for Student Affairs with the grievance documents submitted by the student. Only facts already in evidence will be considered.

Vice Provost for Student Affairs  
TLC 232  
208.885.6757  
[deanofstudents@uidaho.edu](mailto:deanofstudents@uidaho.edu)

## Faculty

Faculty are encouraged to reach out to CDAR with any questions about accommodations or services, especially when it is believed that the accommodations granted present a fundamental alteration to the academic integrity of the course. Faculty should speak directly to CDAR Access staff and not to the student in question. In addition, faculty members are still obligated to provide all accommodations as stated in the CDAR Faculty Accommodation Notice for the student in question until resolution is reached. If a faculty member is still dissatisfied after the CDAR Access staff has considered the concern and provided rationale, the faculty should speak directly to the CDAR Director.

## DISCRIMINATION

U of I students who believe they have been discriminated against due to a disability may pursue a formal grievance/complaint through U of I’s Office of Civil Rights and Investigations (OCRI):

Office of Civil Rights and Investigations (OCRI)

530 S Asbury St #5, Moscow, ID 83843

208-885-4285

[ocri@uidaho.edu](mailto:ocri@uidaho.edu)

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