

**REQUEST FOR RECONSIDERATION
of a Disability-Related Accommodation
University of Hawai'i at Hilo**

BACKGROUND

The Disability Services Coordinator (or designee) at UH Hilo has the authority to determine appropriate and reasonable accommodations for students with disabilities. The Coordinator informs a faculty member in writing of the accommodations that are required for a particular student in his/her class(es) each semester.

It is the faculty member's responsibility to provide the accommodations determined by the Coordinator. If a faculty member considers the accommodation inappropriate, he/she should first consult with the Coordinator. After consulting with the Coordinator, the faculty member has the right to submit a request for reconsideration if he/she still considers the accommodation inappropriate.

If an appeal is submitted, the faculty member must provide the accommodations during the time period that the appeal is being processed. A decision not to appeal an accommodation shall be taken as an agreement to provide it.

RECONSIDERATION PROCEDURE

- Step 1* The faculty member completes the "Request for Reconsideration" form (attached). It shall include information about the specific accommodation that is being contested; the reason(s) the accommodation should not be provided; suggestions for alternative accommodations (if any); and a summary of any attempts made to resolve the issue (including with whom and on what date). A request shall be filed within fifteen (15) working days following the informal attempt to resolve the issue. The request is submitted to Dean/Director of the instructor's college.
- Step 2* The College Dean/Director shall review the request. In reviewing the request, he/she **must** consult with the Disability Services Coordinator. He/she shall render a decision in writing to the faculty member within fifteen (15) working days following receipt of the request.
- Step 3* If the faculty member does not agree with the decision of the College Dean/Director, he/she may forward the Request for Reconsideration to the Vice Chancellor for Academic Affairs for review. If the Vice Chancellor for Academic Affairs reviews the request, he/she **must** also consult with the Disability Services Coordinator. He/she shall render a decision in writing to the faculty member within fifteen (15) days following receipt of the request.

The decision of the College Dean/Director (or the Vice Chancellor for Academic Affairs, if the request is reviewed by him/her) shall be final and binding upon all parties.

