



## GRIEVANCE PROCEDURE

Westmont has procedures for resolving complaints or grievances regarding the provision of academic accommodations and support services.

Students may appeal decisions regarding requested accommodations as a student with disabilities with a written complaint sent to the ADA/Section 504 grievance officer for student disability services, Dr. Michael Everest. The student will receive an initial written acknowledgement from the grievance officer generally within five working days following receipt of the written complaint. As soon as possible thereafter, the student will receive a written response to his or her complaint. If the complaint is not resolved to the student's satisfaction, he or she may appeal to the provost as the final level of review. This final appeal must be made in writing to the provost, generally within 10 days following receipt of the written response to the student's complaint and specify the reason(s) for the appeal.

At the time of the appeal, the provost will make the final determination as to the process for reviewing and responding to the appeal (including who will be involved and the projected timeline for reviewing and responding to the appeal). As soon as possible following receipt of any written report and recommendations from the(se) reviewer(s), the provost will issue a final decision in writing to the student.

As required by applicable laws and regulations, Westmont College does not discriminate on the basis of disability in admission or access to, or treatment in, the programs, services, and activities which it operates.

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