Oklahoma City University School of Law
Student Disability Services
Grievance Procedure

Oklahoma City University is committed to upholding the rights of students under the Americans with Disabilities Act (ADA). If a student believes he or she has been denied a reasonable accommodation or has otherwise been denied rights afforded by the ADA and wishes to pursue the matter, the following procedure shall apply:

(1) The student’s first responsibility is to state, in writing, the nature of the problem and as for reconsideration by the law school’s special accommodations committee.

(2) Upon receiving the student’s written request, the law school Associate Dean for Academic Affairs shall present the request to the law school’s special accommodations committee. If the request is denied, the law school Associate Dean for Academic Affairs shall, in a timely manner, respond in writing to the student’s request and explain the basis for any decisions.

(3) If the student is not satisfied with the response from the law school Associate Dean for Academic Affairs, the student is encouraged to discuss the problem with the University Disability Coordinator, who may, at his or her discretion, informally meet with the law school special accommodations committee and/or the law school Associate Dean for Academic Affairs.

(4) If the student is still unsatisfied and wishes to further pursue the matter, the student shall file formal, written grievance. The University’s Special Accommodations Committee will review the grievance. The student shall state the nature of the problem and provide sufficient information and documentation to enable the University Special Accommodations Committee to evaluate the student’s grievance. In filing this grievance, the student must also submit copies of the written materials described above, unless extenuating circumstances prevent such action. The student shall submit this written grievance to the University’s Student Disability Coordinator who will then provide a copy of the written grievance to the law school Associate Dean for Academic Affairs.

(5) Upon receiving the grievance, the University’s Student Disability Coordinator shall forward it to the University Special Accommodations Committee, which will meet to review the matter. All individuals submitting material concerning the grievance will be given the opportunity to appear and explain their positions before the committee if they so choose. After reviewing the matter, the University Special Accommodations Committee shall make a written recommendations of resolution of the dispute.

(6) If the grievance concerns an academic matter, the University Special Accommodations Committee shall make its recommendation to the Provost. In making its recommendation, the University Special Accommodations Committee shall consider whether complying with student’s request would fundamentally alter the nature of the course or services in question, result in an undue burden, or would otherwise result in lowering academic standards.

(7) If the grievance concerns a nonacademic matter (e.g., architectural barriers), the University Special Accommodations Committee shall make its recommendation to the University’s ADA Compliance Officer. In making its recommendation, the University Special Accommodations Committee shall consider whether complying with the student’s request would fundamentally alter the nature of the services in question, result in an undue burden, or is otherwise not readily achievable.

(8) The final decision of a grievance shall be made by the Provost (or his or her designee). In reaching a decision, these individuals shall consider the factors described in steps 6 and 7.
above, as appropriate. A copy of the written decision and explanation shall be provided to the student and other relevant parties (faculty member, law school special accommodations committee, law school Associate Dean for Academic Affairs, etc.) in a timely manner.