



---

## Disability Accommodations Appeals Processes

Roger Williams University (RWU) is committed to providing reasonable accommodations to students with documented disabilities. Consistent with applicable law, RWU determines disability accommodation requests through an interactive process involving its disability services professionals in Student Accessibility Services (SAS), appropriate members of the University community, the requesting students, and others.

As part of this process, a student may disagree about the appropriateness of an accommodation decision. In many cases, additional dialogue between the parties and/or additional information may resolve some disagreements and result in prompt, reasonable solutions. However, in some instances, students occasionally may disagree with decisions made by Student Accessibility Services (SAS) regarding the reasonableness of requested accommodations and may informally appeal these decisions to SAS. SAS will work with the student to try to resolve any concerns. If this informal appeals process does not result in a mutually agreeable outcome, students may appeal unresolved issues through a formal appeals process to RWU's Section 504 Coordinator.

### Informal Appeals Process

If a student disagrees with SAS regarding the denial of an accommodation, they may informally appeal this decision to SAS by submitting a written appeal within twenty (20) business days of the denial. The SAS Director, or designee, will review the written appeal and also may request additional disability-related documentation or other information from the student, their treating health care providers and others. Students generally will receive a written response within twenty (20) business days of the submission of the written appeal. If a student remains unsatisfied with the result of the informal appeals process, then they may submit a formal appeal to RWU's Section 504 Coordinator.

### Formal Appeals Process

Students may appeal the denial of an accommodation request by SAS, after the informal appeals process set forth above, to the RWU's Section 504 Coordinator, or designee, within twenty (20) business days of receipt of the written notice of the denial. The appeal must detail, in writing, a full description of the student's concern, including the facts that support an accommodation approval, efforts made to resolve the concern with SAS, and any other information relevant to the initial determination of the student's accommodation request (including supporting documentation). By submitting an appeal, the appealing student authorizes the release of their accommodation-related health information to the Section 504 Coordinator (or designee). Please note that student health information will not be shared beyond what is necessary to process the appeal.



Upon receipt of the appeal, the Section 504 Coordinator, or designee, will review all relevant information, and at their discretion, may meet with the appealing party or other individuals with knowledge of the relevant facts and/or may request additional information. The Section 504 Coordinator, or designee, generally will render a written decision within twenty (20) business days after receiving an appeal. The determination of the Section 504 Coordinator is final and cannot be further appealed.

Roger Williams University's 504 Coordinator is:

Dr. Derek Zuckerman  
Associate Vice President for Student Life and Dean of Students  
Suite 120, Office 121 Center for Student Development  
Roger Williams University  
One Old Ferry Road  
Bristol, Rhode Island 02809-2921  
Email: dzuckerman@rwu.edu  
Phone: (401) 254-3042

### Disability Discrimination

Students who believe that they have been discriminated against on the basis of their disability in violation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended, may contact:

For Internal Complaints:

Dr. Derek Zuckerman  
Associate Vice President for Student Life and Dean of Students  
Suite 120, Office 121 Center for Student Development  
Roger Williams University  
One Old Ferry Road  
Bristol, Rhode Island 02809-2921  
Email: dzuckerman@rwu.edu  
Phone: (401) 254-3042



Roger Williams  
University

**Student Accessibility Services**  
*The Jeremy Warnick Center for  
Student Accessibility*

**Roger Williams University**  
**Library, 1st Floor**  
One Old Ferry Road  
Bristol, RI 02809  
(401) 254-3841  
sas@rwu.edu

---

**For External Complaints:**

Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: 800-421-3481, FAX: 202-453-6012, TTY# 800-877-8339, Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, FAX: 617-289-0150, Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)