



Ringling College of Art + Design values all students and is proud of the diverse community they create. As part of their commitment both to diversity and equity, the college strives to achieve a welcoming, robustly supportive atmosphere in and out of the classroom and recognizes the legal right of every student to equal access to all educational, recreational and other activities sponsored by the college. To achieve equal access, students with disabilities may need accommodation in classes or for other college-sponsored events. To secure accommodations, students must register with Student Access Services in the Academic Resource Center (Alfred R. Goldstein Library, 2nd floor) and must follow the posted procedures for securing accommodations.

If a student's request for accommodation is denied or the student is dissatisfied with the implementation of the accommodation for any reason, the College encourages the student to report the problem to an Access Coordinator (AC) and work with the AC to resolve the issue. The AC may contact faculty members or other people on campus who were involved in order to determine the best resolution for the student while ensuring that college programs and curricula are respected. This informal process represents the most direct and fastest means of addressing such problems. The AC will already be familiar with the student's accommodation agreement and can usually make determinations quickly and fairly. In the case of classroom accommodations, such as for testing, time is critical, so complaints should be lodged as soon as possible so a prompt resolution can be achieved.

If the student remains dissatisfied with the accommodation or the grievance concerns the decisions or behavior of a AC, a formal grievance may be submitted in writing **to the Dean of Undergraduate Studies / ADA Coordinator (officer)**. That officer will review the issue, completing any necessary investigation to determine the details and rationale for any decisions or changes made to the original accommodation agreement. The officer will then provide the student and other parties concerned with a written decision in response to the grievance.

Investigation, including conversations with the student, staff or faculty involved and others in the campus community who may have information, will be completed as quickly as possible. The goal will be to reach a determination so that students and those working with them can move forward. Students or their representatives may appeal if new information is available or if they feel the process was not followed. Otherwise, Ringling College will regard the officer's decision as final and all parties involved will be expected to implement its provisions.

At that point—or at any time during the process—if students are not satisfied, they also have the right to pursue a complaint to federal or state authorities, such as the Federal Office for Civil Rights.