

# ACCESS Student Appeal Process Flowchart

This document provides an overview of the ACCESS Student Appeal Process.



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## Level I ACCESS Appeal (ACCESS Appeal Board)

- To initiate an **ACCESS Level I Student Appeal**, the student must complete and submit an **ACCESS Level I Student Appeal Form** along with any additional documentation within fifteen (15) College District business days following the issuance of the decision by the Director of ACCESS through the Informal Process.
- Students will submit all appeal forms and documentation via email to [access@collin.edu](mailto:access@collin.edu) or to the ACCESS Office in person. The form must be submitted by the deadline and, if approved, the student may request additional time to submit further evidence or additional documents necessary for the appeal. The request for additional time must be approved in writing by the District Dean of Students.
- The **ACCESS Level I Student Appeal** will be reviewed by the ACCESS Appeal Board (hereafter referred to as the "AAB"). The AAB will review the appeal form, documents and/or evidence submitted and will prepare a written determination. The student may be asked to meet with the AAB or provide a written statement/additional information regarding the requested accommodation.

## Level I Written Determination

- The AAB will submit a written determination to the student via Collin College email within fifteen (15) College District business days of the AAB appeal review.
- If the determination of the AAB resolves the concerns, the decision of the AAB becomes final and is not appealable. However, if the determination of the AAB does not resolve the student's concerns, the student may appeal the determination of the AAB by submitting the **ACCESS Level II Student Appeal Form** by the stated deadline. Again, if no **ACCESS Level II Student Appeal Form** is submitted the determination of the AAB is final.

## Level II ACCESS Appeal (Vice President of Student & Enrollment Services)

- Students may appeal the written determination made by the AAB by completing and submitting an **ACCESS Level II Student Appeal Form** within fifteen (15) College District business days following the issuance of the AAB's written determination of the **ACCESS Level I Student Appeal**.
- Students will submit all appeal forms via email to [access@collin.edu](mailto:access@collin.edu) or to the ACCESS Office in person.
- The **ACCESS Level II Student Appeal** will be reviewed by the Vice President of Student Enrollment Services or designee (hereafter referred to as the "VPSES"). The VPSES or designee will review the appeal form, documents and/or evidence previously submitted and will prepare a written determination.

## Level II Written Determination

- The VPSES or designee will submit a written determination to the student via Collin College email within fifteen (15) College District business days of the filing of the **ACCESS Level II Student Appeal Form**.
- **The VPSES or designee's written determination is final and is not appealable.**