

## **Center for Accessibility Resources (CAR)**

### **Request for Reconsideration of Academic Accommodations**

The mission of the Center for Accessibility Resources (CAR) is to work collaboratively with faculty and students toward the development of accessible and inclusive learning environments characterized by student engagement fostering intellectual and personal growth.

The College recognizes disability as an aspect of diversity and CAR works to ensure inclusive learning environments both by encouraging the college community to examine accessibility and through the delivery of effective academic accommodations to qualified individuals. Information regarding obtaining reasonable academic accommodations is available on the web at [https://www.mccc.edu/car\\_important\\_forms.shtml](https://www.mccc.edu/car_important_forms.shtml).

Determination of reasonable academic accommodations is an interactive process completed in consultation with the student. All relevant documentation, information regarding educational history and the current learning environment is considered.

A student who believes that CAR did not follow this process, or that CAR failed to consider relevant information during the process may request a reconsideration of the decision. The student's Request for Reconsideration must include a description, provided by the student, detailing in what way CAR did not follow this process or which specific documentation was not considered.

A student who is seeking a reconsideration of a decision regarding academic accommodations should request a meeting with the Director of CAR in writing via college email. The Director will respond to the student via college email and establish a meeting day and time within ten days of the receipt of the request. The Director will consult with faculty, administrators or other

professionals who can offer relevant information. In addition, if consultation with outside professionals is deemed relevant, the student will be asked to sign a release. Following the request for reconsideration, the Director of CAR will notify the student via college email within thirty days of their decision.

In situations other than complaints of discrimination by CAR staff, the student must first seek reconsideration by following the process above. If the issue is not resolved, the student may request a review of CAR's process by the Vice President of Student Affairs or a designee.

The request for reconsideration by the Vice President of Student Affairs must be completed by the student in writing within 10 days of receiving the decision on reconsideration from CAR. The student's request should be directed to the Vice President of Student Affairs via college email. A resolution will be provided to the student no longer than thirty days following receipt of the request for reconsideration. The student will be informed of the decision via college email.

The decision of the Vice President of Student Affairs is conclusive.

**Contact Information**  
**Center for Accessibility Resources (CAR)**

Director: Arlene Stinson  
609.570.3525  
[stinsona@mccc.edu](mailto:stinsona@mccc.edu)

Issues involving discrimination by CAR staff should be directed to Human Resources [HR@mccc.edu](mailto:HR@mccc.edu).

Students who have been harassed, pressured to have sex, discriminated against, or who have experienced violence should contact Title IX Coordinator Marvin Carter at [carterm@mccc.edu](mailto:carterm@mccc.edu).