

UA 504/ADA Student Formal Grievance Form

I. Student Information:

Student Name: _____ University ID: _____
Telephone: _____ University Email: _____
Address: _____

Pursuant to the University's Section 504/ADA Student Grievance Procedure, this form is for use in formally requesting a review of the denial of accommodations and services (*other than a course substitution*). This form may also be used to request a review of a decision not to certify a disability.

To have a decision reviewed, the student must submit this form, complete with all required information within 30 days following the event or action giving rise to the student's complaint(s). For detailed information, including procedures for other types of disability-related grievances, please review the [UA 504/ADA Student Grievance Procedure](#) in entirety.

II. Type of Formal Grievance (choose one):

- Accommodations & Services:** Request to review of denial of accommodations, decisions regarding eligibility for accommodations, determinations of specific appropriate accommodations or provision of accommodations.
- Submit completed grievance form in-person, by postal mail, fax, or email (*subject line: "Grievance"*) to the:

Center for Educational Access
Arkansas Union 209
1 University of Arkansas
Fayetteville, AR 72701
Phone: (479) 575-3104
Fax: (479) 575-7445
Email: ada@uark.edu
Website: <https://cea.uark.edu/>

- Course Substitutions:** Request to review decision regarding denial of a course substitution.

- Submit completed grievance form in-person, by postal mail, fax, or email (*subject line: "Course Substitution Grievance"*) to the:

Office of Equal Opportunity and Compliance (OEOC)
346 N. West Avenue
4 West Avenue Annex (WAAX)
1 University of Arkansas
Fayetteville, AR 72701
Phone: (479) 575-4019
Fax: (479) 575-7637
Email: access@uark.edu
Website: <https://oeoc.uark.edu/>

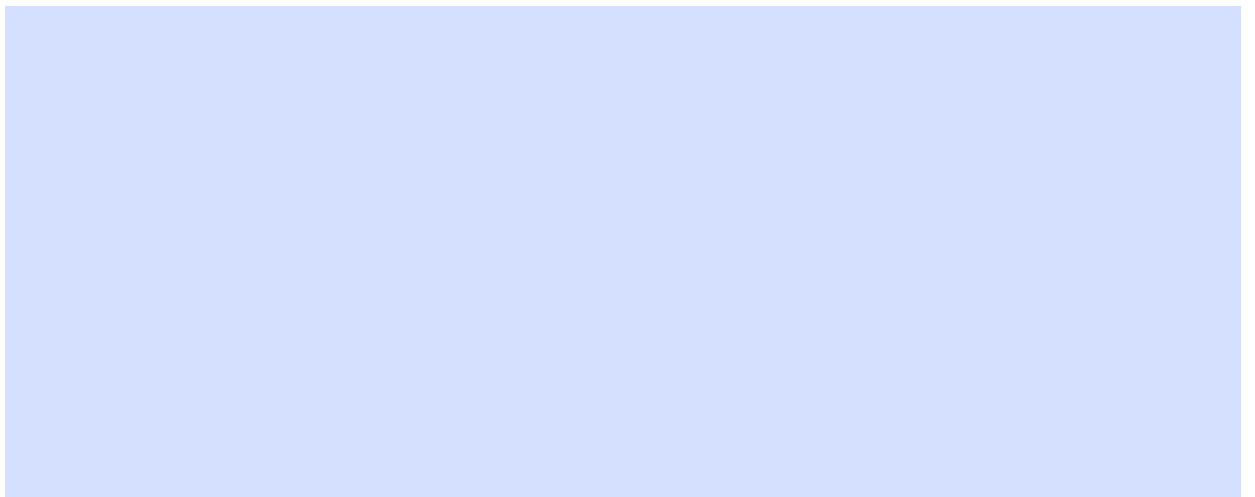
III. **Description of Formal Grievance (required information):**

Use the space on this form or attach a written statement providing the required information listed below. Please contact CEA staff if an accommodation is required to complete this form.

1. Provide a detailed description of the following:
 - a. Basis and rationale for the grievance;
 - b. A clear statement of any University rules, policies, and/or actions concerning or relating to the grievance in detail;
 - c. The specific date(s) of any action or event giving rise to the grievance;
 - d. The course numbers, instructor names, and the names of any other individuals with knowledge of the issue(s) and/or matter(s) comprising the grievance.



2. Describe any actions that you have taken to resolve the issue(s) and/or matter(s) informally prior to initiating the grievance process. *Please note that an effort to resolve a grievance informally is required by University policy.*



3. Please indicate the outcome/resolution desired by filing this grievance, including, but not limited to any suggested remedies or corrective actions;

4. If applicable, attach all other relevant information and/or supporting documents in your possession pertaining to your grievance. Please itemize attachments in space below.

5. Sign and date the form.

Signature:

Date:

