**ADA Appeal Process for Employees and Students**

To appeal any campus decision reached for an ADA accommodation request or decision for an employee or student, please complete the ADA appeal form.

1. The appeal should be addressed to the ADA 504 Campus Coordinator as soon as possible, but no later than 30 days of the campus decision. The appeal may be submitted electronically.

**Name, address, phone number, and email of the person filing the appeal**

**Briefly describe the campus decision and the rationale for the appeal**

1. Upon receipt of the appeal, the ADA 504 Campus Coordinator will discuss the appeal with the office reaching the decision under appeal. An investigation, as may be appropriate, shall follow the filing of an appeal. This procedure contemplates an informal, but adequate investigation to afford interested persons an opportunity to submit evidence relevant to the appeal. Upon receiving an appeal, the ADA 504 Campus Coordinator has no more than thirty days to decide upon the appeal. This thirty day time limit may be extended at the ADA 504 Campus Coordinator's discretion upon the request of the institutional office/individual to whom the appeal was directed or where otherwise warranted. The ADA 504 Campus Coordinator shall maintain the files and records of Middle Tennessee State University relating to any appeals filed. Appeal decisions issued by the ADA 504 Campus Coordinator are final.
2. The right of a person to a prompt and equitable resolution of the appeal filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of an ADA complaint with the responsible federal department or agency. Use of this appeal procedure is not a prerequisite to the pursuit of other remedies. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Middle Tennessee State University complies with the ADA and implementing regulations.