Americans with Disabilities Act Grievance Procedure

A student who disagrees with an action or decision of a disability support provider, faculty member, or College administration may file a grievance with the director of business and financial operations in Colonial Hall, who serves as the College’s Americans with Disabilities Act (ADA) coordinator for students. The grievance must be submitted in writing. The ADA coordinator will make every effort to issue a written decision within ten class days of receiving the grievance.

Please fill out this form completely and deliver it to Colonial Hall, business office on the 3rd Floor.

Student’s Name: _____________________________________________ Student ID#: _______________________

Student’s Contact Information:

- Email: _____________________________________________
- Address on campus: __________________________________
- Phone numbers: _____________________________________

Description of Disability:
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Description of Complaint:
(Please describe the complaint. This description may include names, locations, date and time it occurred.)
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Please describe a remedy/accommodation/resolution requested: ______________________________________________
____________________________________________________________________________________________________

Signature of Student ___________________________________________ Date: _____________

ADA Coordinator Signature (received) ___________________________________ Date: _____________

This procedure shall be construed to protect the substantive rights of interested persons to meet appropriate process standards.