

**Faculty, Staff, and Visitor Grievance Procedure
Resolving Complaints under the Americans with Disabilities Act
and the Rehabilitation Act of 1973**

Purpose and Scope

Ohio Christian University prohibits discrimination on the basis of disability. Ohio Christian University has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging discrimination, harassment, and retaliation on the basis of disability under Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA).

Issues that are grievable include, but are not limited to, a denial of a requested accommodation, the inadequacy of an accommodation, the inaccessibility of a program or activity due to disability, or discrimination or harassment based on disability.

How to File a Grievance

All such complaints/grievances should be submitted to the Director of Accreditation and Assessment, who is the University's 504 Compliance Officer and who is located in AGS Academic and Student Services building within 60 calendar days of the date upon which the grievant becomes aware of the alleged prohibited action. Complaints received later than 60 calendar days after complainant became aware of the alleged violation will be dismissed as untimely.

Grievance Procedure

The following steps explain the procedure:

(a) A grievance should be filed in writing and shall contain the following information:

- (1) Name, address and telephone number of grievant(s);
- (2) The nature, date and detailed description of the alleged violation(s);
- (3) The name(s) of the person or persons responsible for the alleged violation(s);
- (4) The specific requested relief for corrective action; and
- (5) Any background information the grievant believes to be relevant.

(b) An impartial investigation will follow the filing of a grievance. The investigation shall be conducted by the University's 504 Compliance Officer (or another University official acting at the Compliance Officer's request). This procedure contemplates a prompt and thorough investigation which affords the grievant, the subject of the grievance, other interested persons, and their representatives, if any, an opportunity to present witnesses and/or submit evidence and information relevant to the grievance. The 504 Compliance Officer will maintain the confidentiality of the grievant to the degree possible given the nature of the grievance

(c) A written determination on the grievance and a description of the resolution, if any, shall be issued by the University's 504 Compliance Officer (or another University official acting at the Compliance Officer's request). The written determination shall be forwarded to the grievant no later than 30 calendar days after the submission of the grievance. In the event that an act of discrimination, harassment, and/or retaliation under the ADA or the Rehabilitation Act of 1973 is found to have occurred, appropriate corrective and remedial measures will be undertaken by the University.

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(d) The University's 504 Compliance Officer shall maintain the files and records of the University relating to grievances filed.

(e) The grievant may request reconsideration of the resolution if he or she is dissatisfied with the resolution. Requests for reconsideration should be made within seven calendar days to the President's Administrative Council. The President's Administrative Council then has thirty calendar days to respond to the request for reconsideration. The Administrative Council's written decision on reconsideration shall be forwarded to the grievant and shall be considered final.

(f) The right of a person to a prompt and equitable resolution of the grievance filed under the procedure shall not be impaired by the person's pursuit of other remedies, such as the filing of a Section 504/ADA complaint with the Office for Civil Rights.

(g) Nothing in these procedures is intended to prevent a grievant and respondent from voluntarily resolving their grievance by signing a written statement of agreement and submitting it for review and approval by the 504 Compliance Officer. If the agreement is approved, the pending grievance shall be deemed dismissed.

(h) Retaliation against any person under this grievance procedure or against any person who participates in related proceedings is prohibited.

