

## **Muskingum University Disability Discrimination Grievance Procedure**

Muskingum University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints made by students and employees alleging any action prohibited by U.S. Department of Education, Office for Civil Rights, regulations implementing Section 504 of the Rehabilitation Act of 1973 which prohibit discrimination on the basis of disability.

Grievance procedures pertaining to matters other than alleged disability discrimination may be found in other University publications.

Complaints should be addressed to the Coordinator of Human Resources, Compliance Coordinator, Room 16 Montgomery Hall, phone 826-8114, who has been designated to coordinate the University's compliance activities pursuant to the above noted regulations.

1. A complaint should be filed in writing, containing the name and address of the person filing it and a brief description of the alleged violation of the regulations.
2. The complaint should be filed within 45 days after the alleged violation or the date on which the complainant reasonably should have become aware of such alleged violation.
3. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by the Director of Human Resources. Grievances involving an academic matter may be referred to the Vice President for Academic Affairs. Grievances involving a Student Affairs matter, i.e. discipline, may be referred to the VPSA. Grievances involving an athletic gender/equity matter may be referred to the Vice President for Administration. This procedure contemplates informal but thorough investigations, affording all interested persons an opportunity to submit evidence relevant to a complaint.
4. Under Section 504, Muskingum University need not process complaints from applicants for employment or from applicants for admission to post-secondary educational institutions.
5. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the appropriate authority and a copy forwarded to the complainant no later than 45 days after its filing.
6. The University's designated compliance coordinator, Coordinator of Human Resources, will maintain the files and records of Muskingum University relating to the complaints filed.
7. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the outcome of the investigation or the resolution of the complaint. The request for reconsideration should be directed to the President of Muskingum University and made within 30 days after issuance of the above-referenced written determination.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the responsible Federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

9. This procedure will be construed to protect the substantive rights of interested persons, to meet any applicable due process standards, and to assure that Muskingum University is complying with Section 504 and their implementing regulations.