

CECIL COLLEGE

Student and Visitor Grievance Complaint Procedure

If a student or visitor believes he/she is or has been, subjected to discrimination due to their disability, they may contact Disability & Support Services directly. If you wish to file a complaint with the Disability & Support Services Program, please follow the steps below:

All Disability complaints shall be submitted to the Cecil College Coordinator of Disability & Support Services or, in the event, the complaint alleges a violation by the Coordinator of Disability & Support Services, to the Director of Student Life.

All complaints must be filed in writing, contain the name and address of the complainant and describe the alleged violation.

The complaint must be filed within 90 calendar days after the complainant becomes aware of the alleged violation.

Cecil College will conduct a formal investigation, affording all parties with notice and an opportunity to be heard and to submit relevant information.

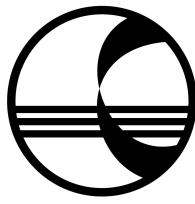
Disability & Support Services will issue a written decision on the complaint and the proposed resolution, if any, no later than 15 days after the conclusion of the investigation.

Disability & Support Services will, subject to College procedures and any applicable laws or regulations, maintain the files and records relating to the complaint.

If the complainant wishes to appeal the decision or the proposed resolution of Disability & Support Services, the student may appeal within 15 calendar days of its receipt. The appeal request must be in writing, describe the basis for his or her appeal, and be submitted to the Director of Student Life.

If the response of the Director of Student Life, or designee, is not satisfactory to the student, he or she has five (5) working days, following the receipt of the response, to file an appeal with the Vice President of Student Services & Enrollment Management. All prior written responses related to the appeal enclosed with this appeal. The Vice President of Student Services & Enrollment Management will respond to the student appeal within fifteen (15) working days after the conclusion of their investigation. The decision of the Vice President is final.

Student Services and Enrollment Management
One Seahawk Drive • North East, MD 21901 • 410-287-1000 • www.cecil.edu



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If you believe, you or someone else has been discriminated against because of disability, or if you have questions, concerns, or suggestions related to Disability or this policy, please contact Disability & Support Services at disabiltyservices@cecil.edu or 443-674-1993.

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