



CECIL COLLEGE

Disability Grievance Complaint Procedure with Disability & Support Services

Any student grievance complaints for American Disabilities Act (ADA): a claim alleging any actions prohibited by Section 504 of Rehabilitation Act of 1973 or the Americans with Disabilities Act, 42 U.S.C 12101, et. Seq

If a student or visitors believe, they have been discriminated based on their disability or perceived disability in *any way* by the College, the student has the right to file a grievance complaint.

The Disability grievance procedure is as follows:

(An Informal Grievance is not a precondition to a formal complaint; you may file a formal complaint at all times)

Informal Grievance Process:

Students with questions or a grievance about a decision made by the College related to reasonable accommodations should first communicate with Disability & Support Services. The College and student may agree to resolve any grievance informally at any time during any formal or informal process.

Formal Grievance Process:

- All Disability complaints shall be submitted to the Cecil College Disability & Support Services or, in the event, the complaint alleges a violation by the Coordinator of Disability & Support Services, to the Director of College 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.
- The Coordinator of 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 be subject to College procedures and any applicable laws or regulations, and will maintain the files and records relating to the complaint.
- If the complainant wishes to appeal the decision or the proposed resolution of the Coordinator 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 College Life.
- If the response of the Director of College 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.

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 410-674-1993.

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