

## **Student ADA/Section 504 Grievance Procedure Gustavus Adolphus College**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a petition for consideration alleging discrimination on the basis of disability in accommodations, student employment practices and policies or the provision of services, activities, programs, or benefits by Gustavus Adolphus College.

The petition should be in writing (see form below) and contain information about the alleged discrimination such as name, address, phone number of petitioner and location, date, and description of the problem. Alternative means of filing petitions, such as personal interviews or a recording of the petition will be made available for persons with disabilities upon request.

The petition should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Accessibility Resources Coordinator  
Academic Support Center  
Gustavus Adolphus College  
800 West College Ave.  
St. Peter, MN 56082  
507-933-7227

### **Grievance Procedure**

1. Within 5 class days after receipt of the petition, the Accessibility Resources Coordinator and the Director of the Academic Support Center will meet with the petitioner to discuss the petition and possible resolutions. Within 5 class days after receipt of the petition, they will respond in writing, and, where appropriate, in a format accessible to the petitioner, such as large print, Braille, audio tape. The response will explain the position of Gustavus Adolphus College and offer options for substantive resolution of the petition.
2. If the response by the Accessibility Resources Coordinator and the Director of the Academic Support Center does not satisfactorily resolve the issue, the petitioner and/or his/her designee may appeal the decision to the Accessibility Resources Appeals Committee within 15 days of receipt of the response to the Accessibility Resources Coordinator and the Director of the Academic Support Center.
3. Within 5 class days after receipt of the appeal, the Provost or designee will meet with the petitioner to discuss the petition and possible resolutions. The petition will be brought to the Accessibility Resources Committee. Within 5 class days after the meeting, the Provost or designee will respond in writing, and, where appropriate, in a format accessible to the petitioner, with a final resolution of the petition.
4. All written petitions received by the Accessibility Resources Coordinator and the Director of the Academic Support Center, and appeals to the Provost or designee and the Accessibility

Resources Appeals Committee and responses from those listed above will be kept by Gustavus Adolphus College for one (1) year. The final resolution may not be appealed.

**Accessibility Resources Appeals Committee:**

ADA Compliance Officer or Designee

Provost or Designee

Vice President of Student Life or Designee

Registrar

Director of Academic Support Center or Designee

If you believe the results of the appeal are unsatisfactory, you may file a complaint with the Office for Civil Rights (OCR) at any time by contacting:

**(for Illinois, Indiana, Iowa, Minnesota, North Dakota, Wisconsin)**

Office for Civil Rights,

Chicago Office

U.S. Department of Education

John C. Kluczynski Federal Building

230 S. Dearborn Street, 37th Floor

Chicago, IL 60604

Telephone: (312) 730-1560

Facsimile: (312) 730-1576

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

TTY#: (800) 877-8339

Web: <http://www.ed.gov/ocr>

**Gustavus Adolphus College Grievance Petition – Academic Support Center  
Accessibility Resources**

**Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date of Filing:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date of Incident (if applicable):** \_\_\_\_\_

**Description of incident/issue: (this may be a single incident and/or an action or communication over a period of time) if more space is needed, you may attach information**

**Steps that have already been taken to resolve the issue:**

**Faculty/Administrative Staff/Witnesses involved:**

**Desired resolution:**

**All facts and information that I have stated above are true to the best of my knowledge.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_