

## **ADA Grievance Procedure for Students**

The University of Wisconsin-Green Bay has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states in part, that no otherwise qualified disabled person shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by public entities.

Complaints or other ADA related concerns should be addressed to the campus ADA Coordinator. The ADA Coordinator's address and phone number is available from Disability Services or the Dean of Students Office.

1. A complaint should be filed in writing and contain the name and address of the person filing it and a brief description of the alleged violation of the regulations.
2. A complaint or other ADA related concern should be filed within thirty days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filed complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations affording all interested parties and their representatives, if any, opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy sent to the complainant no later than 30 days after its filing.
5. The ADA Coordinator shall maintain the files and records of the University of Wisconsin-Green Bay related to the complaint filed.
6. The complainant can request a review of the case in instances where he or she is dissatisfied with the resolution. The request for review should be made within 10 days to the Dean of Students.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as filing an ADA complaint with the responsible federal department or agency. Use of this grievance procedures is not a prerequisite to the pursuit of other remedies.
8. These rules shall be constructed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure the University of Wisconsin-Green Bay complies with the ADA and implementing regulations.