

## **Roger Williams University and Roger Williams University School of Law**

### **Disability Discrimination Grievance Procedure**

Roger Williams University, including its School of Law, (“University”) has adopted this grievance procedure to assist in facilitating resolution of complaints alleging disability discrimination in violation of Section 504 of the Rehabilitation Act of 1973 (“Section 504”). The University has designated Lisa Landreman, Assistant Vice President and Dean of Student Life, (the “Coordinator”) to coordinate its efforts to comply with Section 504. The contact information for the Coordinator is as follows: Lisa Landreman, Assistant Vice President and Dean of Student Life, Roger Williams University, Center for Student Development, One Old Ferry Road, Bristol, RI 02809, Telephone: 401-254-3042.

#### Initial Discussion:

An individual with a concern relating to his or her disability should first discuss the matter orally with the appropriate responsible department listed below that will attempt to resolve the individual’s concern.

- Roger Williams University students should consult with Student Accessibility Services.
- Roger Williams University School of Law students should first consult with the Assistant Dean of Students of the School of Law. If the student is not satisfied with the resolution proposed by the Assistant Dean of Students, the student should then consult with the Associate Dean of Academic Affairs of the School of Law.
- University employees should consult with the Department of Human Resources.

#### Informal Resolution:

If the individual is not satisfied with the resolution proposed by the appropriate responsible department listed above, the individual should discuss the matter orally with the Coordinator. Individuals who are not satisfied with the resolution proposed by the Coordinator may file a formal grievance following the procedures set forth below.

#### Formal Grievance Procedure:

An individual may file a formal grievance with the Coordinator after attempting to resolve his or her concern orally with the appropriate responsible department listed above and the Coordinator. The formal grievance should be filed as soon as practicable. For example, students should file a formal grievance during the academic semester in which the concern arose, and employees should file a formal grievance within thirty (30) calendar days in which the concern arose.

The grievance must be in writing and include the following: (i) the individual’s name, address, email address, and telephone number; (ii) a full description of the individual’s concern; (iii) a description of the efforts made to resolve the concern orally through the appropriate responsible department listed above and the Coordinator; and (iv) a statement of the remedy requested.

Upon receipt of the grievance, the Coordinator will provide the individual with written notice acknowledging its receipt and promptly initiate an investigation. Upon completion of the investigation, the Coordinator will prepare and transmit a written reply to the individual and the party(ies) against whom the grievance is directed within thirty (30) calendar days of the filing of the grievance, unless additional time is needed, at which time the Coordinator will notify the individual and the party(ies) against whom the grievance is directed.

U.S. Department of Education Contact Information:

Individuals may always contact the following regarding allegations of disability discrimination in violation of Section 504:

- Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20202-1100, Telephone: 1-800-421-3481; or
- Boston Office, Office of Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491, Telephone: 617-289-0111.

Adopted by the President and Senior Vice Presidents on October 28, 2009

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