



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Complaint Procedure for Students with Disabilities
<i>AP Number:</i>	AP 3.46.06
<i>Adoption Date:</i>	
<i>Schedule for Review & Update:</i>	Every year
<i>Review Date(s):</i>	7/13/16
<i>Revision Date(s):</i>	12/14/07, 7/13/16
<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) & No(s).</i>	Disabled Student Resources, BP 3.46
<i>Legal Reference:</i>	Title II and III of the Americans with Disabilities Act, 42 U.S.C. §12131 et seq., and its implementing regulation at 28 C.F.R. Part 35 (ADA); and Rehabilitation Act of 1973, 29 U.S.C. §794, and its implementing regulation at 34 C.F.R. Part 104 (Section 504)
<i>Cross Reference:</i>	

PURPOSE

The purpose of this Administrative Procedure (AP) is to provide a complaint procedure for students with disabilities under the Americans with Disabilities Act (“ADA”) and Section 504 of the Rehabilitation Act (“Section 504”).

Under this procedure, a student may file a complaint regarding any determination that has been made by the College, or its employees or agents, concerning a student’s disability, including the following: (1) whether a student is a student with a disability ; (2) whether the College has failed to provide an academic adjustment, auxiliary aid or service, or other accommodation; (3) whether the College has failed to timely provide an academic adjustment, auxiliary aid and

service or other accommodation; (4) whether a student is being discriminated against in violation of the ADA and/or Section 504; or (5) whether a student is being subjected to unlawful retaliation in violation of the ADA and/or Section 504.

Concerns and complaints are to be resolved promptly. The time frames set out below for the College to make decisions are maximum time frames and may be extended only for good cause, such as (but not limited to) when classes are not in session or upon mutual agreement by the student filing the complaint and the Director of Access and Disability Resources.

SECTION 1: Informal Resolution of Complaints

The College encourages informal resolution of student concerns and complaints. If a student has a concern or complaint regarding any of the matters set forth in the section above, the student must first attempt to resolve the problem by bringing the matter to the attention of Access and Disability Resources (“ADR”), specifically with the student’s ADR Specialist. To be timely, the student must initiate this informal discussion with his or her ADR Specialist within twenty (20) school days of the alleged act that gives rise to the concern or complaint. If within five (5) business days of the student’s informal discussion with his or her ADR Specialist the student’s concern or complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a written complaint under the formal procedure set forth below.

In the following situations, a student may proceed directly to the formal resolution of complaints procedure set out below without going through the informal resolution process:

- When a student does not have an assigned ADR Specialist
- When there has been a decision that an academic adjustment or other accommodation would (1) fundamentally alter the nature of a program, service or activity; (2) result in undue financial or administrative burdens; or (3) pose a direct threat to the student with a disability or others

SECTION 2: Formal Resolution of Complaints

A student may file a formal complaint by contacting the College’s ADR Director and filing a written complaint. The complaint may be in an email, letter or memorandum. To be timely, the student must submit a written complaint to the ADR Director’s office within thirty (30) school days of the alleged act that gives rise to the complaint. A complaint must be dated and set out the action, decision or occurrence that forms the basis of the complaint, as well as the solution/outcome

that the student seeks. A student is encouraged, although not required, to indicate that an email, letter or memorandum is a formal written complaint when this is the intention of the student.

In a prompt manner, the ADR Director or the College's ADA/504 Coordinator shall review the complaint, conduct any necessary fact finding, and issue a decision in the matter. The matter may be assigned to a qualified investigator (hereafter "Investigator") that has not had any prior significant involvement in the matter to assist with fact finding. Within ten (10) business days of the date of the filing of the complaint, the ADR Director or the ADA/504 Coordinator, as applicable, shall issue a decision in writing concerning the complaint and provide a copy of the decision to the student and the student's assigned ADR Specialist. Any written decision adverse to the student shall notify the student of the student's right to appeal.

Any College employee who is specifically the subject of a complaint shall be informed of the complaint and shall be given an opportunity to give his or her version of events. As a result of an investigation, the ADR Director or the College's ADA/504 Coordinator may recommend discipline of an employee. If there is a recommendation for discipline, the matter shall be referred to the appropriate administrator responsible for employee discipline matters and the Human Resource Department, and the process set out in the College's discipline procedure for personnel shall be followed before any discipline is imposed. (See the College's Personnel Policy Statement for College Employees, Section V. titled "Code of Conduct/Discipline.")

SECTION 3: Appeal Decision of the ADR Director or ADA/504 Coordinator

A student may appeal the decision of the ADR Director or ADA/504 Coordinator to the Provost within five (5) business days of the receipt of the decision. In a prompt manner, the Provost (or qualified designee with authority over the parties) shall review and issue a decision in the matter within five (5) business days of the filing of the appeal with the Provost. A copy of the decision shall be provided to the student, the student's assigned ADR Specialist, and the ADR Director. The Provost's resolution shall be a final decision on the complaint.

If the Provost has had significant involvement in a matter prior to an appeal, he or she shall refer the appeal to another qualified administrator who (1) is not supervised by the Provost, and (2) is at the Vice Chancellor or above level of administration.

SECTION 4: Confidentiality

All documentation related to a student's complaint brought pursuant to this policy will be forwarded to and maintained by the ADR Director.

Every effort will be made by the College to protect the confidentiality of the parties under this procedure. Records will be maintained in a confidential manner to the extent reasonably possible; provided, however, that the confidentiality requirement shall not supersede the College's legal obligation to investigate and resolve issues of discrimination.

SECTION 5: Retaliation

Retaliation against a student who has filed a complaint or against any witness in an investigation is strictly prohibited. Any retaliatory action by instructors, academic professionals, administrators, or other employees against a student who has made a complaint or a witness is prohibited and may be grounds for disciplinary action.

SECTION 6: Knowingly Providing False Information

Any student or other individual who knowingly provides false or misleading information in relation to the filing or investigation of a complaint will be subject to appropriate discipline.

SECTION 7: External Complaint Procedure

The College encourages individuals to use this internal complaint procedure. Individuals also have the right to file civil rights complaints with appropriate external government agencies, in addition to or instead of filing an internal complaint. No retaliation will be taken against a person for filing a complaint with an external agency.

SECTION 8: Discrimination by Another Student

If a student believes that he or she has been discriminated against by another student in violation of the ADA or Section 504, the student should bring the matter to the attention of either the ADR Director or the College's ADA Coordinator (206-4539). The matter will be reviewed by either the ADR Director or the ADA Coordinator and appropriate action will be taken, including a disciplinary referral for any student who is reasonably believed to have engaged in discriminatory conduct.