

**SOUTHERN UNIVERSITY LAW CENTER
AMERICANS WITH DISABILITIES ACT (ADA)
STUDENT GRIEVANCE PROCEDURE**

SULC has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA) and by the U.S. Department of Justice regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794). Section 504 states, in part, that “no otherwise qualified individual with a disability . . . shall, solely by reason of her or his disability, be excluded from the participation, in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

1. A student can file a complaint under this procedure if the student believes an inappropriate decision has been made regarding:
 - a) the student’s request for an accommodation; or
 - b) the manner in which the accommodation was or is being granted.
2. Complaints must be filed in writing via the online report form with the Associate Vice Chancellor for Academic Support, Bar Preparation, and Counseling. If a complaint involves the Associate Vice Chancellor for Academic Support, Bar Preparation, and Counseling, then the complaint will be filed with the Associate Vice Chancellor for Evening Division and Emerging Initiatives. A copy of the complaint will be provided to the Health, Wellness, and Disability (HWD) Director unless the HWD Director is the subject of the complaint.
3. The complaint must be filed within seven (7) days of the student becoming aware of a violation of SULC policy on ADA Accommodations.
4. Once a complaint is received under this policy, the Chancellor will appoint an ADA Grievance Committee, which will be composed of a total of three (3) members. It will be chaired by either the Associate Vice Chancellor for Academic Support, Bar Preparation, and Counseling, or the Associate Vice Chancellor for Evening Division and Emerging Initiatives.
5. The complaint will be investigated by the ADA Grievance Committee, and a decision will be issued by that committee within fourteen (14) days of commencing the investigation.
6. The decision of the committee will be placed in writing and forwarded to the student, the HWD Director (where appropriate) and any other relevant person based on the nature of the complaint.
7. The student can request a reconsideration of the decision issued by the ADA Grievance Committee by submitting a written request to the Vice Chancellor for Academic Affairs within seven (7) days of the committee’s decision.
8. The Vice Chancellor for Academic Affairs will issue a decision, upon approval of the Chancellor, within seven (7) days of receipt of the request for reconsideration. The decision

will be issued directly to the student and any other relevant person based on the nature of the complaint.

9. The right of a person to a prompt and equitable resolution of the filed complaint will not be impaired by the person's pursuit of other remedies, such as a filing of a Section 504 or ADA complaint with the responsible federal department or agency. Using this grievance procedure is not a prerequisite of other remedies.

To file an ADA Accommodation Grievance, please visit "Report an Incident" on the SULC website under "Student Services."