

Grievances

Students with disabilities are responsible for contacting the Counseling Center if reasonable accommodations are not provided in an effective or timely manner. The College does not have a formal disabilities office; however, the Student Affairs staff works with students with disabilities and the pertinent college personnel to resolve disagreements regarding recommended accommodations. If no resolution is obtained, students who believe they have been discriminated against on the basis of their disability may file a grievance with the counselor in the Counseling Center.

Formal Grievance Procedure

1. A formal grievance is a complaint in writing from the student to the Counselor in the Counseling Center. The written complaint should be filed within two weeks of the event to which it refers and should include the following as appropriate:

- A. Provide a statement of the allegation
- B. Describe the alleged facts
- C. Summary of steps he/she has already taken to attempt to resolve the problem
- D. Name(s) of person(s) thought to be responsible for the alleged events
- E. Other facts considered to be relevant to the case
- F. Date and signature of person initiating the complaint

2. The investigation includes, but need not be limited to:

- * Meeting(s) with the aggrieved person and the person(s) or representatives of the faculty or staff
- * Consultation with others deemed necessary to provide a thorough investigation.

3. The grievance procedure is designed for any student who does not agree with the accommodations offered by the College or when an instructor refuses to allow the accommodations.

4. The College's Counselor considers the facts of the case and presents a report to the Dean of Student Affairs. The report includes finding of facts and recommendations. Every precaution is taken to ensure the confidentiality of

information obtained. The Dean of Students makes every effort to conclude the investigation promptly and fairly, and render an appropriate decision.

Confidentiality and Release of Information

The Office of Student Affairs is committed to ensuring all information regarding a student remains confidential as required or permitted by law. This information may include grades, biographical history, disability information, and case notes. Any information regarding a disability secured from medical or psychological evaluations is considered confidential and will only be shared with others at the college on a need-to-know basis.

Disability related information is to be treated as medical information. In essence, faculty and staff do not have a right or need to access diagnostic or other information regarding a student's disability needs. A student may sign a written consent form giving the Counseling Center permission to discuss the disability with faculty and staff, parents, coaches, and/or advisors who require further information. Information will not be released without consent unless it is required by federal or state law.