

HIRAM COLLEGE

Section 504 of the Rehabilitation Act of 1973 Grievance Procedure

Hiram College has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, 600 Superior Avenue, East, Suite 750, Cleveland, OH 44114-2611:

- Step 1:** A person who believes that he/she has been discriminated against by Hiram College is encouraged, but is not required, to discuss the matter informally with the Director of Counseling, Health and Disability Services, Coordinator of Student Disability Services, Kevin P. Feisthamel, Ph.D., Julia Church Health Center, P.O. Box 67, Hiram, Ohio 44234 (330) 569-5952, in the case of a student; or his/her immediate supervisor, in the case of an employee. NOTE: If the Director of Counseling, Health and Disability Services is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact the Hiram College Section 504 Coordinator. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.
- Step 2:** If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to Hiram College Section 504 Coordinator who will investigate the complaint. NOTE: If the Hiram Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the President of Hiram College who will appoint another administrator to conduct the investigation. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that Hiram College will take to prevent recurrence of any discrimination/harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the President of Hiram College within 10 business days after receipt of the written disposition. The President of Hiram College or his designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

Hiram College hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact Hiram College Section 504 Coordinator:

Stephen W. Jones, Vice President
Hiram College
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P.O. Box 67
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(330) 569-5831