



SUB-TOPIC

AMERICANS WITH DISABILITIES ACT GRIEVANCE POLICY

I. PURPOSE

The purpose of this policy is to provide for the prompt and equitable resolution of complaints alleging violations of Title II of the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

II. SCOPE

This policy applies to students, staff, faculty, job applicants, applicants for admission and other beneficiaries of the programs, services and activities of The University of Texas at Dallas.

III. COMPLAINT PROCEDURE

**Step I** - Complaints alleging discrimination on the basis of disability shall be made in writing to the ADA Coordinator or shall be referred to the Coordinator if received by other persons within the institution. The complaint shall be made as soon as possible after the action complained of occurs, but in no case later than 10 working days after such occurrence. The time for bringing a complaint can be waived for good cause as determined by the ADA Coordinator.

The ADA Coordinator shall investigate the complaint to determine its validity and, in appropriate cases, suggest a resolution. A written statement of the determination and the suggested resolution, if any, shall be sent to the complainant within 15 working days of receipt of the complaint.

The ADA Coordinator shall maintain all records related to the complaint.

**Step II** - If the complainant is not satisfied with the decision of the ADA Coordinator, a written appeal stating why the decision is incorrect may be made to the Senior Vice President for Business Affairs within 10 working days of the receipt of the determination statement from the ADA Coordinator. The Senior Vice President for Business Affairs shall review the determination of the ADA Coordinator and send a written decision to the complainant within a reasonable time, not to exceed 30 working days from the date of the receipt.

The decision of the Senior Vice President for Business Affairs shall be final.