

MONROE COUNTY COMMUNITY COLLEGE

Procedure to File an ADA Complaint

Procedure Type: District

Procedure Title: Procedure to File an ADA Complaint

Whom Does This Procedure Affect: All District Staff and Public

Purpose: The purpose of this procedure is to provide a process for a prompt and equitable resolution of a complaint alleging a violation of the Americans with Disabilities Act (ADA).

Monroe County Community College is committed to providing reasonable accommodations to employees and the public with disabilities in accordance with applicable federal and state laws, including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. This procedure establishes the accommodations process for people with disabilities regarding the college's academic and extracurricular programs, activities, resources, and other opportunities.

ADA COMPLAINT

Any person participating in a Monroe County Community College-sponsored program, service, or activity who believes his or her rights have been violated under the ADA, should submit the ADA Complaint form 1.77(b) to the ADA Compliance Officer, the Executive Director of Human Resources.

INVESTIGATION

The ADA Compliance Officer has ten (10) business days to investigate the complaint and notify the complainant of his/her decision.

RESOLUTION

If the issue cannot be resolved, the complainant has ten (10) business days from the notification by the ADA Compliance Officer to appeal the complaint. This must be done in writing, using the appropriate form 1.77 (b).

APPEAL

The President has ten (10) business days to investigate the complaint and notify the complainant of his/her decision.

REASONABLE ACCOMMODATION

Modifications or adjustments to the academic environment/college activity that enable a person with a disability to have an equal opportunity to participate in the college's programs and activities without fundamentally altering the nature of the academic environment/activity, or resulting in an undue financial or administrative burden to the college. Reasonable accommodations are typically authorized for a particular course/activity and may be temporary or provisional, depending on the interactive process. Reasonable accommodations are not provided retroactively.