



## SECTION 504 GRIEVANCE PROCEDURE

It is the policy of the Methodist College not to discriminate on the basis of disability. Methodist College has adopted a three-step internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. Any person who believes she or he has been subjected to discrimination on the basis of disability is encouraged to follow the steps outlined below. It is against the law for Methodist College to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Section 504 Law and Regulations may be examined at the following website:

<http://www2.ed.gov/about/offices/list/ocr/504faq.html#protected>

### Procedure for filing a grievance:

1. Start by discussing the problem with the person involved.
2. If no solution has been found to this point, call and make an appointment to meet with the ADA Coordinator, Danielle McCoy, at 309-282-8451, Office W160.
3. If the conflict remains, contact the Chancellor, Dr. James Dire, at 309-672-5583.

Methodist College will make every effort to resolve conflict by informal means. Throughout any of these procedures the student may expect to be treated with respect and dignity, receive a timely response, and have the issues handled in a confidential manner. Methodist College expects the student to bring up any problems early, give clear and detailed information, and be respectful of the people who are involved.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Chicago Office  
Office for Civil Rights  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661-4544 Telephone: 312-730-1560

More information regarding taking this step can be found at the following website:

<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>