

SECTION 504 GRIEVANCE PROCEDURE

It is the policy of Methodist College not to discriminate based on disability. Methodist College has adopted an internal grievance procedure that provides 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. Section 504 prohibits discrimination based on disability in any program or activity receiving Federal financial assistance. Any person who believes they have been subjected to discrimination based on disability may file a grievance under this procedure. It is against the law for Methodist College to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

When encountering a dispute or conflict, Disability Services recommends the following actions:

1. Start by discussing the problem with the person involved.
2. If the matter is still unresolved, communicate with the person in charge of the services or program in question (ie: the appropriate Dean or Director).
3. If no solution has been found to this point, call and make an appointment to meet with the ADA Coordinator, Gail Piscaglia, at 309-672-5510, Office W160.
4. If the conflict remains, contact the Vice President for Enrollment Management and Student Services, Jason Garber, at 309-671-2136 and request a review of your case to see if it is eligible to undergo a formal grievance with his office. Information about Student Grievance and the Grievance Policy can be found on page 56 of the Student Handbook.

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 based on disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

Office for Civil Rights

U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, IL 60601
Customer Response Center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov

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

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