

## **Section 504 Grievance Procedure**

It is the policy of Sanford-Brown College not to discriminate on the basis of disability. Sanford-Brown College has adopted an 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). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Dr. Amy Gray, Director of Education, Sanford-Brown College, 1345 Smizer Mill Road, Fenton, Missouri 63026, (636) 349-1660, who serves as the Campus ADA/504 Coordinator responsible for coordinating the efforts of Sanford-Brown College to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Sanford-Brown College to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

### **Procedure:**

- Grievances must be submitted to the Campus ADA/504 Coordinator within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be filed in writing or verbally, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Campus ADA/504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Campus ADA/504 Coordinator will maintain the files and records of Sanford-Brown College relating to such grievances.
- The Campus ADA/504 Coordinator will issue a written decision on the grievance no later than thirty (30) days after its filing.
- The person filing the grievance may appeal the decision of the Campus ADA/504 Coordinator by writing to Stacie Hendrickson, Vice President of Regulatory Operations, Health SBU, Career Education Corporation, 2895 Greenspoint Parkway, Suite 600, Hoffman Estates, Illinois 60169, (847) 851-7035 (direct), (847) 851-7075 (fax) within fifteen (15) days of receiving the Campus ADA/504 Coordinator's decision. The Vice President of Regulatory Operations shall issue a written decision in response to the appeal no later than thirty (30) days after its filing.
- Although individuals are encouraged to attempt to resolve complaints through the use of this Grievance Procedure, its availability and use does not prevent a person from pursuing other remedies such as filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights, Kansas City Office, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, Telephone: (816) 268-0550, Facsimile: (816) 823-1404.
- These procedures will be construed to protect the substantive rights of interested persons, meet appropriate due process standards, and assure that Sanford-Brown College complies with Section 504 and its implementing regulations.

Sanford-Brown College will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Campus ADA/504 Coordinator will be responsible for such arrangements.