

SECTION 504/ADA GRIEVANCE PROCEDURE

University of Baltimore has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibiting by the American with Disabilities Act (ADA) and by United States Office of Education regulation implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794). As an extension of Section 504, Title II of the ADA states, in part, "no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs or activities of public entity."

The rights of a person to prompt the equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of a section 504 or ADA complaint with the responsible federal department of agency. Using this grievance procedure is not a prerequisite to the pursuit of other remedies, but students are encouraged to utilize the University's grievance procedure prior to lodging complaints with agencies outside the University. These rules have been constructed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that University of Baltimore complies with the Section 504/ADA compliance regulation.

Complaints should be addressed to Ms. Kathleen Anderson, Associate Vice President for Student and Academic Services, University of Baltimore, 1420 North Charles Street, Room 231 AC, Baltimore, Maryland 21201-5779, who has been designated to coordinate Section 504/ADA compliance efforts.

1. A complaint must be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within ten (10) days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, will follow within ten (10) days of a filing of complaint. The investigation will be conducted by Ms. Kathleen Anderson her designee. These rules contemplate informal but through investigations, affording all interested persons an opportunity to submit evidence relevant to a complaint. *Under the U.S. department of Education regulation, University of Baltimore need not process complaints from applicants for admission.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by Ms. Kathleen Anderson and a copy forwarded to the complainant not later than fifteen (15) days after its filing.
5. The Section 504/ADA coordinator will maintain the files and records of the University of Baltimore relating to the complaints filed.

APPEAL

6. The complainant may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made, within ten (10) working days after the receipt of the written determination from Kathleen Anderson to the Provost, University of Baltimore 1420 North Charles Street, Baltimore, MD 21201-5779. The Provost shall review all written documentation relevant to the grievances, and if necessary interview any involved persons, and make a recommendation to the University President within fifteen (15) working days of receipt for reconsideration.
7. The President shall render a decision on a grievance appeal make after considering all written documentation and the recommendation of the Provost within ten (10) working days of receiving the letter. The President's decision shall be considered final and binding.