

DISABILITY SERVICES APPEAL AND GRIEVANCE PROCEDURE

Franklin College is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in college programs or activities due to his or her disability. The college is fully committed to complying with all requirements of applicable laws.

Any student who believes that he or she has been subjected to discrimination on the basis of disability or has been denied access or accommodations required by law shall have the right to make a complaint under this procedure. This grievance procedure is designed to address disagreements with or denials of requested services, accommodations or modifications to college practices or requirements. Retaliation of any kind against a complaint is strictly prohibited.

This grievance procedure shall not supersede other college policies and procedures.

PRELIMINARY PROCEDURES FOR ADDRESSING CONCERNS ABOUT ACCOMMODATIONS

A student with disability should first contact the Dean of Academic Success when accommodation-related concerns arise. The Dean of Academic Success will attempt to resolve the conflict. If the dispute cannot be resolved in this preliminary step, the student should then file a formal written grievance.

FORMAL RESOLUTION PROCEDURE

A student alleging discrimination or denial of access or accommodation must contact, in writing, the Provost or the Vice President for Student Affairs & Dean of Students within 30 days of the alleged discrimination or denial of access or accommodation. The Provost will serve as the adjudicator on matters of academic accommodation and accessibility while the Vice President for Student Affairs (VPSA) will serve as the adjudicator on matters of co-curricular accommodation and accessibility. The written communication shall include a complete description of the grievance, efforts at informal resolution and copies of any documentation which the student believes support the grievance. The information presented will be considered and a written response will be rendered by the Provost or VPSA within 14 business days of the date the grievance was submitted. When investigating a grievance, the Provost or VPSA may consult with, interview and/or request written response to any issues raised in the grievance from any individual believed to have relevant information. During the duration of an investigation into accommodations, any accommodation decision previously made by the Dean of Academic Success will remain in place.

Students with concerns about potential discrimination may also contact the United States Department of Education, Office for Civil Rights, on the web at <https://www2.ed.gov/about/offices/list/ocr/index.html> ; the United States Department of Housing and Urban Development by phone at (800)-877-0246, or on the web at <http://www.hud.gov/complaints/> (and click on "Housing Discrimination"); or the United States Department of Justice, Disability Rights Section by email at ADA.complaint@usdoj.gov, or on the web at <http://www.ada.gov>.