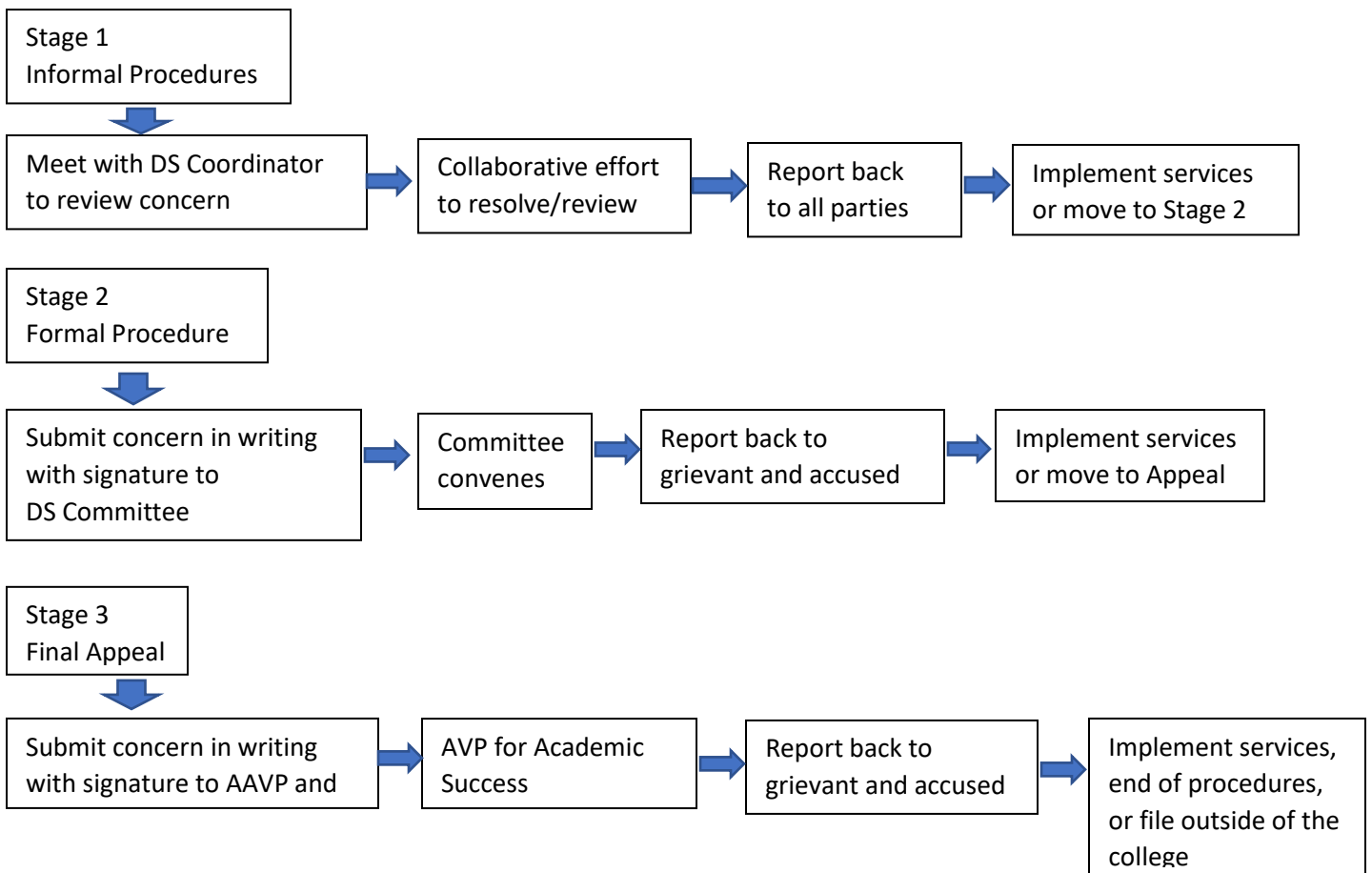


Grievance Procedure through Disability Services

Students are strongly encouraged, as a first step, to contact the Disability Services Coordinator in the Academic Skills Center at the first sign of difficulties obtaining their approved accommodations or other disability related barriers or discrimination. Employees will use the procedures set forth by the Human Resource Department.

King's College is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied benefits of, or subjected to discrimination in college programs or activities. The college is committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (section 504). Any student who believes he/she/they have been subjected to discrimination based on disability or has been denied access or accommodations required by law shall have the right to work through this grievance procedure.

The college will make appropriate accommodations, as requested, for the person to participate in the grievance procedure. A meeting will likely be part of the information gathering. A copy of all decisions will be provided to the grievant and accused.



Informal Procedure

A student will first attempt to resolve the complaint informally by meeting with the Disability Services (DS) Coordinator in the Academic Skills Center when an accessibility, accommodation, or discrimination concern arises. If the grievance is not resolved informally, then the student has the right to work through the formal grievance procedure noted below. An attempt will be made to complete this informal process within 5 working days.

Formal Procedure

A formal grievance may be submitted by following these steps:

1. Submit to the DS Grievance Committee, a written and signed letter within 5 working days of the decision from the Informal Grievance Procedure. It will include full name and contact information of the grievant, describe the concern/scenario in sufficient detail including date and names of those involved, and state the remedy sought. The committee will be made up of: First-year Academic Studies Coordinator or Director of Academic Skills Center, one faculty member, Residence Life staff person, and/or Director of the Counseling Center, and the Disability Services Coordinator.
 - a. If the grievance is directed toward the DS Coordinator, the DS Coordinator will remove self from the committee.
2. The DS Grievance Committee will issue a written decision no later than 10 working days after its filing. For unusual circumstances warranting further investigation past the 10 days, the committee will issue a letter stating a continuation is necessary.
3. The grievant may appeal the decision of the DS Grievance Committee within 5 working days of the decision letter by submitting a written signed letter to the Associate Vice President for Academic Success in the Academic Affairs office.
4. The AVP for Academic Success will issue a written decision within 10 working days of filing. This step and decision are the final/decision through college procedures.

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