



Counseling and Student Accessibility Services

STUDENT ACCESSIBILITY SERVICES GRIEVANCE PROCEDURES

Albany State University has adopted internal grievance procedures providing for prompt and equitable resolution of complaints alleging discrimination of persons with disabilities. The Americans with Disabilities Act states, in part that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs, activities, or employment practices (28 CFR 35.104)

Vice President for Student Affairs
Albany State University
504 College Drive
Albany, GA 31705

1. This grievance procedure shall apply to complaints filed by employees and/or on behalf of students, alleging disability harassment, and/or regarding conduct carried out by employees, other students, and third parties.
2. A complaint should be filled in writing containing the name and address of the person filing it and a brief description of the alleged violation(s) of the regulation. If the grievant’s disability renders them unable to file a complaint in writing, the complaint may be filed verbally with transcription.
3. A complaint should be filed within 180 days after the complainant becomes aware of the alleged violation(s). (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.) Upon the filing of any complaint, a copy of such complaint shall be furnished to the person(s) named therein who allegedly committed a discriminatory practice. Information provided to the respondent will be limited to maintain privacy related to the grievant. The respondent may file an answer to the complaint within fifteen days of receipt of the written complaint. The University will withhold a copy of the complaint from the accused when the University chooses to decline pursuit of an investigation
4. Albany State University will conduct an adequate, reliable, and impartial investigation of a complaint filed pursuant to the grievance procedure. The Student Accessibility Services Grievance Board will review all documentation and send forth a recommendation to the Vice President of Student Affairs. The investigation shall be conducted under the direction of the Vice President for Student Affairs. These rules contemplate, informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
5. The Equity and Compliance Director will review complaints in the event that the initial reviewer is also the respondent. The Equity and Compliance Director can be reached at 229-500-3304.



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6. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Vice President for Student Affairs and a copy forwarded to the grievant no later than thirty days after its filing.
7. The Vice President for Student Affairs shall maintain the files and records of Albany State University relating to the complaints filed.
8. The grievant can request a reconsideration within 15 business days in instances where he or she is dissatisfied with the resolution. Should new information pertaining to the grievance be identified, the case may be reopened for consideration. The request for reconsideration should be made to Chief Legal Officer at 229-500-3303. Allow up to 15 business days for response from Chief Legal Officer.
9. The right of a person to prompt and equitable resolution of the complaint filed, hereunder, shall not be impaired by the person's pursuit of other remedies, such as, the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
10. The rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that Albany State University complies with the ADA and implementing regulations.

Grievance Procedure Acknowledgement

By signing the document below, you acknowledge that you have read and understood the information and requirements presented above. You also acknowledge and understand your responsibilities as the individual filing the complaint.

Student Print Name

Student Signature

Ram ID Number

Date

Student Accessibility Coordinator Signature

Date



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POST SECONDARY REASONABLE ACCOMMODATIONS PROCEDURE

The Student Accessibility Services Program at Albany State University is committed to providing equal services to all students who meet admissions criteria and qualify for disability assistance. Specific provisions of the American with Disabilities Act of 1990 (ADA) and/or 1973 relating to post-secondary education prohibit discrimination against handicapped and learning disabled persons in recruitment, admissions and treatment after admissions. Thus, the Student Accessibility Services Program seeks to ensure that the university makes reasonable accommodations to assist students in achieving their academic goals and to prevent their exclusion from programs because they lack auxiliary aids and support systems.

The provision of accommodations and/or modifications during your training program is based on the required training to meet your vocational goal. Listed below are responsibilities that you should adhere to in order to reach those goals. These responsibilities include the following:

1. Complete Voluntary disclosure Form
2. Complete Authorization for Release of Information
3. Submit updated documentation of Disability (within three years) from appropriate attending PHYSICIAN or evaluation from psychiatrist/psychologist (ASU follows the Board of Regents Guidelines for approving documentation)
4. Submit detailed schedule course schedule
5. Accessibility Services Coordinator will contact student to schedule Individualized Assessment which includes the interactive process between the student and Accessibility Coordinator to determine appropriate Accommodations
6. Once accommodations have been approved and determined, the Student will receive notification of approval via email.
7. Student is asked to review and complete the Accommodation Attachment form before receiving an Accommodation Letter.
8. An Accommodation Letter will be sent via email to student to submit both the Accommodation Letter and Accessibility Verification Notice to Instructors. Students may also utilize email to deliver the Accommodation Letter and Accessibility Verification Notice to instructors.
9. You must make contact with the Student Accessibility Coordinator at least two times per semester to monitor progress. This can be done via e-mail, telephone, or appointment.
10. You must report any changes in your academic status to the Student Accessibility Coordinator and provide any requested documentation needed to reconcile any necessary changes in a timely manner.



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- 11. Each semester that you are requesting reasonable accommodations, you must provide a copy of detailed course schedule (list names of instructors). Any other changes with diagnosis should be provided by you no later than **two (2) weeks into each semester**. Failure to submit the required documentation by the due dates may result in delayed service provision or possibly no services rendered. The amount of assistance you receive from the Student Accessibility Services Program will be based on all documentation requested being provided within the period stated.
- 12. You must provide the Student Accessibility Services Delivery Verification Form to the Student Accessibility Coordinator within four (4) weeks from the day of retrieval of the Accommodation Letter(s)/ Accommodations Letter Attachment Form.
- 13. You must contact the Student Accessibility Coordinator if there are problems that affect your academic program (such as failing grades, suspension notices, excessive absences, and medical problems due to the disability).
- 14. Reasonable accommodations will be granted for all the University’s academic and nonacademic programs and activities, including, but not limited to, those courses that do not count toward your certification/diploma/degree; and regardless of whether a course is conducted online or meets face-to-face.

Accommodation Attachment and Procedures

By signing below, you acknowledge I have read the above information and requirements and I understand my responsibilities. I further understand that failure to comply with my responsibilities, as written in this attachment, could result in delayed or other non-accommodating actions.

Student Print Name

Student Signature

Ram ID Number

Date

Student Accessibility Coordinator Signature

Date