

Trine University Section 504 Grievance Procedure

It is the policy of Trine University not to discriminate on the basis of disability. Trine University 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), or the regulations implementing the Act. 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 the Director of Accessibility Services.

Individuals who believe they have been subjected to discrimination on the basis of disability by Trine University may file a grievance under this procedure. The University encourages persons who may have a grievance to first discuss their concerns directly with the persons responsible for the possible violation in an effort to seek informal resolution. Many concerns can be resolved in a timely manner using informal resolution.

Submission and Resolution of Grievances

1. If a matter cannot be resolved informally, or if there is a preference to file a formal grievance, then a person may do so by submitting a written statement of the alleged grievance to the Director of Accessibility Services, generally within thirty (30) days after the date of the alleged discriminatory action. The Director of Accessibility Services has been designated as the University's Section 504 Coordinator.
2. The grievance must contain the name and address of the person filing it, a description of the problem or action alleged to be discriminatory, and the remedy or relief sought.
3. The Director of Accessibility Services (or their designee) shall conduct an investigation of the grievance. This investigation may be informal, but it will generally include interviews of the person who submitted the grievance; relevant individuals referenced in the grievance; and may include additional interviews as appropriate. The person bringing the grievance and the person responding to the grievance may identify additional persons or documents that they believe would be relevant and helpful to the investigation of the grievance.
4. Absent unusual circumstances, the Director of Accessibility Services (or their designee) will issue a written decision on the grievance no later than thirty (30) days after its filing. The grieving party and the responding party will both be notified of the decision, in writing.
5. The decision of the Director of Accessibility Services (or their designee) may be appealed in writing within ten (10) days after the decision has been issued. The written appeal should be delivered to the Director of Accessibility Services, and should state the reasons why the person believes that the decision should be changed and should state the change(s) sought. Appeals shall be considered by a panel consisting of the Director of Accessibility Services, the Assistant Vice President for Student Engagement & Success, and the Dean of Students. Absent unusual circumstances, the appeal panel shall issue a written decision in response to the appeal within ten (10) business days. The decision of the appeal panel shall be final.

Additional Provisions

Trine University will make appropriate arrangements to ensure that persons with disabilities are provided other accommodations, if needed, in order to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio material for the blind, or assuring a barrier free location for the proceedings. The Director of Accessibility Services shall be responsible for such arrangements.

It is against the law for Trine University to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education. For more information on filing formal complaints, contact:

U.S. Department of Education
Office for Civil Rights
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th floor
Chicago, IL 60604

Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov