



## **Harford Community College**

### **Section 504 and ADA Grievance Procedures for Course-Related Accommodations for Students with Disabilities**

Harford Community College supports you in your right to file a grievance when you believe you have been denied equal access in the form of reasonable accommodations, modifications, auxiliary aids, or effective communication, or suffered discrimination as described in Section 504 of the Rehabilitation Act of 1973 as amended (Section 504) and the Americans with Disabilities Act of 1990 as amended (ADA). Individuals with disabilities who request academic accommodations for courses must register with Disability Support Services (DSS) and must provide documentation of the disability for which they are seeking accommodations.

The general grievance procedures, which apply to all students, are available to students with disabilities. The grievance procedures listed below are additional procedures that apply to students with disabilities who feel their rights have been violated under Section 504 and/or ADA.

#### **PROCEDURE:**

1. Student will schedule an appointment with the DSS Student Development Specialist who originally evaluated the documentation and granted the accommodations.
2. Student will meet with the DSS Student Development Specialist to discuss the issues involved and attempt to resolve the problem. The DSS Student Development Specialist may involve the instructor.
3. If the student is not satisfied with the outcome of the meeting with the DSS Student Development Specialist, the student may request a meeting with the Director for Disability and Student Intervention Services to review the issue. The Director will determine whether the issue is appropriate for the Grievance Procedure for Students with Disabilities or whether it should be addressed through other institutional practices/policies which possess their own appeal process.
4. If the Director for Disability and Student Intervention Services determines that the issue is appropriate for this grievance procedure, he/she will meet with the student

- to discuss the issues involved and attempt to resolve the problem. The Director for Disability and Student Intervention Services may involve other parties deemed important for this grievance (i.e., staff, faculty, Dean).
5. If the student is not satisfied with the outcome of the meeting with the Director for Disability and Student Intervention Services, the Director will advise the student that he/she must contact the Associate Vice President for Student Development to request a formal review.
  6. The student may initiate a formal review of the grievance by submitting a statement to the Associate Vice President for Student Development within 10 working days<sup>1</sup> of the meeting with the Director for Disability and Student Intervention Services. The statement must indicate why the specific accommodations granted were not considered to be reasonable or effective. Upon receipt of a timely request for a formal review, the Associate Vice President for Student Development will review the matter, allowing all interested parties an opportunity to submit relevant information, statements, and documentation.
  7. After the investigation is completed, the Associate Vice President for Student Development will issue a final written decision regarding the grievance within 30 working days. The decision of the Associate Vice President for Student Development is final.

Inquiries regarding this grievance procedure may be directed to:

Harford Community College  
Disability Support Services  
401 Thomas Run Road  
Bel Air, MD 21015

Tel: 443-412-2402  
TTY: 443-412-2199

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<sup>1</sup> "Working days" means Monday through Friday of each week when the College is open.