

NORTHERN OKLAHOMA COLLEGE

SECTION 504/TITLE II GRIEVANCE PROCEDURE

Northern Oklahoma College has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act (Title II). Both Section 504 and Title II prohibit discrimination on the basis of disability.

Complaints should be addressed to: Jason Johnson; Vice President for Student Affairs; Northern Oklahoma College; P.O. Box 310, Tonkawa, OK 74653-0310; 580.628.6240; who has been designated to coordinate Section 504/Title II compliance efforts.

1. A complaint must be filed in writing, contain the name and address of the person filing it, briefly describe the alleged discriminatory action, and identify the date the action occurred and the name(s) of the person(s) responsible.
2. A complaint must be filed within 180 days after the complainant becomes aware of the alleged discrimination. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. Unless the matter can be promptly resolved informally, an investigation will be conducted with respect to all timely filed complaints which raise issues under Section 504 and/or Title II. The investigation shall be conducted by Jason Johnson, Vice President for Student Affairs. These rules contemplate informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by Jason Johnson; Vice President for Student Affairs and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Section 504/Title II coordinator shall maintain the files and records of Northern Oklahoma College relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 15 days to The President of Northern Oklahoma College.
7. The right of a person to a prompt and equitable resolution of the complaint filed thereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or Title II complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Northern Oklahoma College complies with Section 504, Title II, and their implementing regulations.