

RESOLUTION NO. 43-977

Board of Trustees, Olympic College

WHEREAS, the Federal Handicapped Act of 1973, as amended, and specifically Section 504 thereof, requires institutions of higher education to adopt a grievance procedure resolving complaints by handicapped individuals; and

WHEREAS, the requirements for the grievance procedure have been recently imposed upon the institution; and

WHEREAS, school has already commenced on Monday, September 26, 1977; Now, Therefore,

BE IT RESOLVED that an emergency exists requiring immediate adoption by the board of trustees of a grievance procedure for handicapped individuals since school has already commenced; and

BE IT FURTHER RESOLVED that the attached grievance procedures are hereby adopted by the board of trustees of Olympic Community College District No. 3 as emergency rules of the college and shall be effective immediately upon their filing with the Code Reviser's office.

DATED this ___ day of September, 1977

Chairman, Board of Trustees
Olympic Community College Dist. 3

ATTEST:

Secretary, Board of Trustees
Olympic Community College Dist. 3

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HANDICAP GRIEVANCE PROCEDURE

(As required by Section 84.7(b) of
Section 504 of the Rehabilitation
Act of 1973).

Olympic College is governed by Section 504 of the Rehabilitation Act of 1973 prohibiting handicapped discrimination in education. A handicap grievance procedure is required by the Act.

Grievance Procedure:

Any enrolled student or employee of Olympic College who believes he/she has been discriminated against on the basis of a handicap may lodge a formal institutional grievance by:

A. Step 1: Informal Meeting

Requesting an informal meeting with the individual believed to have committed the discriminatory act in an attempt to informally resolve the concern.

B. Step 2: Official Hearing

If not satisfied by the results of the informal meeting, the complainant may request in writing, stipulating a specific grievance (s), a meeting with the college handicap representative (Administrative Assistant to the President). Within thirty calendar days of receiving a written request, the handicap representative will have arranged a meeting and reported the findings, in writing, to both the complainant and the person to whom the complaint is directed. It shall be at the discretion of the complainant to determine whether the handicap representative will meet with each party separately or in a single meeting.

If the complainant requests a single meeting, the meeting shall be attended by the complainant, the person to whom the complaint is directed, and the



handicap representative who will chair the meeting.

C. Step 3: Presidential Appeal

If the complaint is not resolved as a result of the hearing conducted by the handicap representative, either the complainant or the person to whom the complaint is directed may request an appeal to the College President in writing within ten calendar days after receiving the written results of the official hearing. Within fifteen calendar days after receiving a written request, the College President or his designee will conduct a Presidential Appeal Hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

1. The College President or his designee, the handicap representative, the complainant, and the person to whom the complaint is directed, shall attend the Presidential Appeal Hearing. The College President or his designee shall preside.
2. Either the complainant or the person to whom the complaint is directed may have a reasonable number of witnesses present.
3. The written findings of the Presidential Appeal will be considered final. No further intra-institutional appeal exists.

This procedure is not applicable to applicants for admission or employment.