



OKLAHOMA CITY COMMUNITY COLLEGE

NO. 5075 STUDENT ACCOMMODATION GRIEVANCE

1.0 OFFICE OF RESPONSIBILITY

1.1 Oklahoma City Community College's ("OCCC") Office of Student Support Services has the responsibility of determining the need for accommodation as defined by the Americans with Disability Act and arranging for accommodation for students with disabilities.

2.0 PROCEDURE FOR STUDENT ACCOMMODATION GRIEVANCE

2.1 If a student believes the denial of an accommodation or the accommodation arranged by the Office of Student Support Services is not appropriate, reasonable, or effective, the following procedure should be followed: (If at any time during the grievance process, the student required an accommodation to participate in the grievance procedures, the student must communicate that need to OCCC Americans with Disabilities Act Coordinator).

2.1.1 Meet with the Coordinator of Disability Services to review the accommodation.

2.1.2 If the student is not satisfied after the meeting with the Coordinator of Disability Services, the student may contact the Director of Student Support Services and arrange a meeting to discuss the issue. Other OCCC staff may also be asked by the Director to attend the meeting when appropriate.

2.1.3 If the student is not satisfied with the results of the meeting with the Director of Student Support Services, the student may request an ADA grievance form from the Office of the ADA Coordinator or access it online at <http://www.occc.edu/hr/harassment-discrimination.html/>

2.1.4 The ADA grievance form must be completed and returned to OCCC's ADA Coordinator's office within five (5) working days ("working day" means any day, excluding Saturday and Sunday, on which the College is open for business, even if classes are not in session) of the date of the meeting with the Director of Student Support Services.

2.1.5 After receiving the ADA grievance form, the OCCC ADA Coordinator will conduct a review of the student grievance. The review may involve meeting with the student, a faculty member or other staff members from the Office of Student Support Services.

2.1.6 During the review process, if there is agreement between the student and OCCC staff to retain the original accommodation or change to another accommodation, the OCCC ADA Coordinator will prepare a memorandum of agreement to be signed by the student and appropriate OCCC staff.

- 2.1.7 If no agreement is reached during the process, the OCCC ADA Coordinator will make a final decision regarding the grievance within ten (10) working days (“working day” means any day, excluding Saturday and Sunday, on which OCCC is open for business, even if classes are not in session) of receiving the ADA grievance form from the student. The decision will be communicated to the student in writing with a copy provided to the Office of Student Support Services and other appropriate OCCC staff.
- 2.1.8 The ten (10) working day time period may be extended at the request of the student or where the OCCC ADA Coordinator is unable to meet with the faculty and/or staff involved within the ten (10) working day time period because they are unavailable, e.g., due to leave or because they are no longer under contract due to winter break or the end of the semester.

Effective: July 20, 1998
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