

# MIRACOSTA COLLEGE ADA GRIEVANCE POLICY

MiraCosta College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing title 11 of the Americans with Disabilities Act. Title 11 states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: Justin Crast ([jcrast@miracosta.edu](mailto:jcrast@miracosta.edu); 760 795-6866) who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations. [For written complaints, please complete the attached form; for verbal complaints, please dictate your concerns and a scribe in the ADA Coordinator's office will record them on the attached form.]
2. A complaint should be filed within 30 working days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)
3. As in all MiraCosta grievance procedures, every attempt shall be made to resolve the allegations at the lowest, most informal level. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be coordinated by the ADA Coordinator and conducted by a specialist in the area of concern. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
  - a. If complainant is a student with an academic accommodation issue, an ad hoc committee of the Academic Accommodations Committee will conduct the investigation.
  - b. This committee, will be comprised of the discipline matter specialist, a second faculty member who is not a member of the discipline, and a representative from SAS.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than 30 days after its filing.



# MIRACOSTA COLLEGE ADA GRIEVANCE FORM

NAME: \_\_\_\_\_

DAY TIME PHONE: