



Olin College of Engineering

Olin College Disability Accommodations Grievance Procedure

Olin College is committed to providing equal access to its programs and activities for people with disabilities. This Grievance Procedure provides a prompt and equitable process for resolving complaints alleging failure to accommodate or disagreement with a determination of a disability accommodation or accessibility barriers as addressed by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

If an individual has a concern about a disability accommodation granted or denied by Disability Services or Human Resources, or an accessibility barrier, that individual is encouraged to first discuss their concerns with Disability Services or Human Resources. If these conversations do not resolve the matter, the individual may then choose to file a grievance in accordance with the procedures described below.

This grievance process is accessible to all participants. Reasonable accommodations are available upon request.

Scope

This Grievance Procedure applies to current students, faculty, and staff and, where appropriate, prospective students and visitors. It does not replace academic grading appeals.

Coordinator

The Director of Nondiscrimination Initiatives serves as the College's Title IX Coordinator and Section 504 Coordinator and is responsible for coordinating compliance with disability-related nondiscrimination laws and overseeing these Grievance Procedures.

Filing a Grievance

A grievance may be filed in writing to the Director of Nondiscrimination Initiatives. The written grievance should identify the parties involved, describe the alleged failure to accommodate or disagreement with a determination of a disability accommodation or accessibility barriers, provide relevant dates, describe any efforts already made to resolve the concerns, and include the requested resolution. Grievances should be filed as soon as possible, generally within sixty calendar days of the alleged action, though Olin College may accept complaints filed later for good cause.

Response to a Grievance

Within ten business days of the grievance submission, Olin College will acknowledge receipt of the grievance and determine whether the allegations fall within the scope of this procedure.

If the allegations fall within the scope of this procedure, the parties will promptly receive written notice of the allegations and a copy of these Grievance Procedures.

An impartial investigator, who may be the Director of Nondiscrimination Initiatives or designee, will gather and review relevant information, including relevant documents and statements from the parties and witnesses, if applicable. All parties will have an opportunity to provide information and respond to the information that will be relied upon.

Following the review of relevant information, the impartial investigator will issue a written determination to all parties that includes a summary of the relevant information, findings, and the rationale for the decision. The impartial investigator will strive to issue a written determination within sixty business days of receipt of the grievance.

Remedies

If a violation is found, Olin College will implement appropriate remedies designed to restore access, address the effects of the failure to accommodate or accessibility barrier, and prevent recurrence. Remedies may include academic adjustments, auxiliary aids, accessibility improvements, or other corrective measures, as appropriate. The remedies or corrective measures may be considered in consultation with appropriate representatives of the College.

Retaliation

Olin College prohibits retaliation. Retaliation is an intentional adverse action taken against another person for submitting a report of discrimination or participating in the investigation of a report of discrimination. Adverse actions can include intentional action taken by a party or allied third party and may take the form of words or actions that constitute intimidation, threats, or coercion. To constitute retaliation, the words or actions must be sufficiently adverse to deter a reasonable person from submitting a report of discrimination or participating in the investigation of a report of discrimination.

External Options

Students may file a complaint with the U.S. Department of Education Office for Civil Rights. Use of this Grievance Procedure is not required before filing an external complaint.