



Policy 1B.4 ADA Grievance Policy and Procedure

Reviewed January 2014

Contact Information Updated August 2015

The State of Minnesota has established grievance procedures that provide for the prompt and equitable resolution of complaints alleging any action that is prohibited by Title II of the Americans with Disabilities Act (ADA). This grievance procedure is to be used by persons with disabilities who are eligible for the services, benefits, programs or activities of this agency.

Title II states in part, that “*no otherwise qualified disabled person 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 sent to:

Kevin Langdon, Disabilities Director
Mesabi Range College – Eveleth Campus
1100 Industrial Park Drive, PO Box 648
Room 100
Phone: (218) 744-7471

For TTY communication, contact the Minnesota Relay Service at 7-1-1 or (800) 627-3529

Step 1:

A complaint should be filed in writing on the Community Complaint Form which can be obtained in the Student Services Office. Information must contain the name and address of the complainant, a brief description of the violation/issue and the accommodation sought. The complaint shall be filed within 20 working days after the complainant becomes aware of the alleged violation/issue. Within 10 working days of the receipt of the written complaint, the ADA Coordinator will acknowledge in writing receipt of the complaint. The ADA Coordinator shall review the complaint for completeness and validity, shall make all parties to the complaint aware of the allegation/issue, obtain additional information related to the complaint if necessary, and shall attempt to resolve the complaint.

Step 2: Appeal Process:

If the complainant is not satisfied with the ADA Coordinator’s proposal for resolution, the complainant must submit a written request for appeal to the ADA Coordinator. A meeting will be scheduled to include the ADA Coordinator, the complainant, and the Chief Academic Officer within 15 working days of request for appeal. A review of the complaint and any appropriate documentation associated with the complaint will be conducted. A response will be issued to the complainant in writing within 30 days that will include a recommendation for action.

Step 3:

Nothing in this procedure prevents any individual who believes they have a grievance under the ADA from contacting the Minnesota Department of Human Rights, the Equal Employment Opportunity Commission, or the U.S. Department of Justice.

Step 4:

Any time lines established in these procedures may be waived by written mutual consent.

Complaints of discrimination based on disability in employment should be addressed through the complaint procedure found in the agency Affirmative Action Plan.

Review/Revision History:

Revised 5/30/00

Revised 6/2007

Revised and approved through Shared Governance 5/10/11

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