



CURRY COLLEGE

Office of Disability Services

Student Disability Grievance Policy and Procedure

Curry College is committed to preventing any discrimination, harassment or retaliation on the basis of disability, and to correcting its effects, as appropriate. This is grounded not only in the law, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, but also to Curry's own commitment to the inclusion of all members of the community. Curry College has adopted an internal grievance procedure that provides for the prompt and equitable resolution of complaints alleging discrimination, harassment, or retaliation on the basis of disability.

Students who believe they have been subjected to discrimination, harassment or retaliation may file a complaint, referred to as a grievance, under this procedure. The College will investigate the grievance and if there is a finding that prohibited conduct occurred, it will take steps to prevent recurrence of any further prohibited conduct and address any resulting discriminatory effects on the complaining party or others, as appropriate.

Grievance Relating to Accommodations

Prior to initiating the formal grievance procedure outlined below, the student is encouraged to see if the issue can be resolved in an informal manner:

- The student should first discuss his/her issue with the instructor of the course or appropriate department representative directly, unless extenuating circumstances make this approach not feasible.
- If a conversation with the course instructor or department representative does not resolve the situation, the student should contact the Director of Student Disability Services.
- If the issue still remains unresolved or if the problem involves a decision made by the Director of Student Disability Services, the student may file a formal grievance.

Formal Grievance Procedure

The grievance must be in the form of a detailed written document filed with the Associate Dean of Students, Curry College, 1071 Blue Hill Avenue, Milton, MA 02186-2395. The grievance must be submitted within thirty (30) days of the alleged act of discrimination and must contain the following:

1. A clear and concise statement of the issue to be reviewed and a summary of steps taken, if any, by the grievant to resolve the issue prior to filing;
2. A reasonably detailed description of the relevant facts, including the grievant's alleged disability, names of persons with information, a description or copies of relevant documents or other evidence relevant to the grievance, and a chronology of events;
3. The name, contact information, date, and signature of the grievant initiating the grievance.

Upon receipt of the grievance, the Associate Dean of Students will review the grievance for timeliness and appropriateness, and will provide the grievant with written notice acknowledging its receipt. The Associate Dean of Students will promptly initiate an investigation. This investigation will generally include interviews with the grievant and the individual(s) alleged to have discriminated or harassed the grievant on the basis of disability. The grievant and the individual(s) alleged to have discriminated or harassed the grievant on the basis of disability, will be given the opportunity to identify other individual(s) who may have information relevant to the grievance and to identify documents that are relevant to the investigation of the grievance. Upon completion of the investigation, the Associate Dean of Students will inform the grievant, and the individual(s) against whom the grievance is directed, of the outcome of the investigation. Absent exceptional circumstances, an investigation is to be completed no later than forty-five (45) working days of the initial filing.

Confidentiality

Curry College will strive to maintain the confidentiality of information shared throughout the grievance process. However, disclosures may be required for the purpose of fact-finding or efforts to resolve the grievance. In the limited instances where disclosures must be made, disclosures will be limited to those individual(s) necessary to proceed in the fact-finding process or to otherwise address the grievance. All individual(s) involved in the grievance will be advised of the importance of confidentiality in the process and the identity of the grievant.

Appeal Process

The grievant or any party against whom the grievance is directed may appeal the decision, by submitting a written statement setting forth the reasons for the appeal, to the Dean of Students within thirty (30) days of his or her receipt of the notice of the outcome referenced above. Absent exceptional circumstances, the Dean of Students will review the appeal and make a decision whether to uphold or modify the decision of the Associate Dean of Students generally within thirty (30) days. Both the grievant and any party against whom the grievance is directed will be informed of the Dean of Students decision regarding the appeal. The decision of the Dean of Students is final.

Alternative Avenue for Redress of Grievance

While students are encouraged to utilize Curry College's process toward resolving disability-related grievances, all students have the right to file a complaint directly with the U.S. Department of Education, Office of Civil Rights (OCR). OCR's contact information is below:

Boston Office
Office of Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
FAX: (617) 289-0150
TDD: (800) 877-8339
Email: OCR.Boston@ed.gov