

# **CENTER FOR DISABILITY ACCESS & RESOURCES**

## **GRIEVANCE POLICY**

A student registered with the Center for Disability Access and Resources who disagrees with approved accommodations may appeal the decision. The student should begin the appeals process with the CeDAR staff member who provided the accommodation. The student must fill out an appeal form and provide evidence to support their appeal. The student will be asked to meet with the CeDAR staff member within 14 working days of the alleged complaint.

If the student is not satisfied with the services to be provided or resolution of the grievance with the CeDAR staff member, he/she may take the written appeal and supporting documentation to the CeDAR Director. The CeDAR Director will render a written resolution within 10 working days of the filing of the appeal.

If the student is still not in agreement with the approved accommodations, they may appeal the decision to the FAMU Office of Equal Opportunity Programs.

### **FAMU Office of Equal Opportunity Programs**

**674 Gamble Street**

**Tallahassee, FL 32307**

**850-599-3076**

**[www.famu.edu/eop](http://www.famu.edu/eop)**

Students may file a formal grievance with the Office for Civil Rights (OCR) if they believe their complaint is in violation of the federal Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973. That office will determine whether a further investigation is warranted based on a lack of equal access incurred by a disability.

Students can file an Americans with Disabilities Act complaint alleging disability discrimination against a State or local government or a public accommodation (including, for example, a restaurant, doctor's office, retail store, hotel, etc.) by mail or e-mail. To learn more about filing an ADA complaint, visit [www.ada.gov/fact\\_on\\_complaint.htm](http://www.ada.gov/fact_on_complaint.htm)). To file an ADA complaint you may fill out this form and mail or fax the form to:

**US Department of Justice**  
950 Pennsylvania Avenue, NW  
Civil Rights Division  
Disability Rights Section – 1425 NYAV  
Washington, D.C. 20530  
Fax: (202) 307-1197

You may also file a complaint by E-mail at [ADA.complaint@usdoj.gov](mailto:ADA.complaint@usdoj.gov).  
If you have questions about filing an ADA complaint, please call:  
ADA Information Line: 800-514-0301 (voice) or 800-514-0383 (TTY).

Main Section Telephone Number: 202-307-0663 (voice and TTY)