

Roger Williams University and Roger Williams University School of Law

Disability Discrimination Grievance Procedure

Roger Williams University, including its School of Law, ("University") has adopted this grievance procedure to assist in facilitating resolution of complaints alleging disability discrimination in violation of Section 504 of the Rehabilitation Act of 1973 ("Section 504"). The University has designated Diana Proto, Director of Student Conduct & Conflict Resolution (the "Coordinator") to coordinate its efforts to comply with Section 504. The contact information for the Coordinator is as follows: Diana Proto, Director of Student Conduct & Conflict Resolution, Roger Williams University, Center for Student Development, One Old Ferry Road, Bristol, RI 02809, Telephone 254-6533.

Initial Discussion:

An individual with a concern relating to his or her disability should first discuss the matter orally with the appropriate responsible department listed below that will attempt to resolve the individual's concern.

- Roger Williams University students should consult with Student Accessibility Services.
- Roger Williams University School of Law students should first consult with the Assistant Dean of Students of the School of Law. If the student is not satisfied with the resolution proposed by

Upon receipt of the grievance, the Coordinator will provide the individual with written notice acknowledging its receipt and promptly initiate an investigation. Upon completion of the investigation, the Coordinator will prepare and transmit a written reply to the individual and the party(ies) against whom the grievance is directed within thirty (30) calendar days of the filing of the grievance, unless additional time is needed, at which time the Coordinator will notify the individual and the party(ies) against whom the grievance is directed.

#### U.S. Department of Education Contact Information

Individuals may always contact the following regarding allegations of disability discrimination in violation of Section 504:

- Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC 20200, Telephone: -800-421-3481; or
- Boston Office, Office of Civil Rights, U.S. Department of Education, 33 Arch Street, Suite 900, Boston, MA 02110-1491, Telephone: 617-289-0111.

Adopted by the President and Senior Vice Presidents on October 28, 2009

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