

PURPOSE: TO DESCRIBE THE ACTIONS BRENAU UNIVERSITY TAKES IN ORDER TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA).

A. INSTITUTIONAL POLICIES

The Americans with Disabilities Act (ADA) prohibits discrimination based on disability in employment, public accommodations, government services, transportation and telecommunications. It is the policy of Brenau University to make reasonable accommodations to individuals with disabilities in order that they may participate in and benefit from Brenau's programs, services and activities. Specific requests for accommodations should be made in writing to the Executive Vice President/CFO. The institutional response will be made in writing as soon as practical after receipt of the request. Individuals requiring information about Brenau University's commitment and involvement with ADA should contact the Executive Vice President/CFO.

B. ADA GRIEVANCE PROCEDURES

Brenau University has established an intra-institutional grievance procedure that allows for the prompt and equitable resolution of complaints relating to the Americans with Disabilities Act of 1990, its subsequent amendments and implementing regulations. The complaint should be filed, in writing, with the Executive Vice President/CFO. The official complaint should contain the name, address and telephone number of the person filing the complaint and a brief description of the alleged violation of the ADA. The complaint should be filed within 30 calendar days from the time the complainant becomes aware of the alleged violation. An investigation, as may be appropriate, will follow the filing of a complaint. The Executive Vice President/CFO will conduct the investigation and will involve other appropriate parties as required. The investigation will be thorough and complete. A written determination of the validity of the complaint and a description of the resolution, if any, will be issued by the Executive Vice President, and a copy shall be forwarded to the complainant within 45 calendar days of the filing of the complaint. The office of the Executive Vice President/CFO shall maintain all files and records relating to the complaint filed.

In cases where the complainant is dissatisfied with the resolution, he/she may request a reconsideration of the case. The request and reason for reconsideration should be made within 15 calendar days to the President.