

# McLennan Community College

## POLICIES AND PROCEDURES

Reference:	E-XXXIII	Effective Date	04/13/22
Subject:	ADA Grievance Policy		
Source:	President		
Approval Authority:	President	Approval Date	04/13/22
Approved by Leadership Team:	Hills:	Benson:	McKown:
History:	Previously effective 11/27/2018, replaced policy dated 08/28/2018		
Remarks:	Policy updates to titles.		

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### **AMERICANS WITH DISABILITIES ACT/SECTION 504 GRIEVANCE PROCEDURES**

McLennan Community College (MCC) prohibits discrimination on the basis of disability for employees, students and visitors.

This internal grievance procedure provides for the prompt and equitable resolution of complaints by any member of the MCC community alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (§29 U.S.C. 794) of the U.S. Department of Education regulations implementing the Act, and the Americans With Disabilities Act, 1990 Title II & III (§42 U.S.C. 126). Section 504 and the ADA, Sections Title II & Title III prohibit discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the Office of the Chief of Staff for Diversity, Equity & Inclusion/Title IX Coordinator, 254-299-8645, who has been designated to coordinate College efforts to comply with Section 504 and the ADA.

Participants, beneficiaries, applicants, students, employees and visitors who believe they have been subjected to discrimination on the basis of disability, or are unsatisfied with accommodations provided by the College, may file a grievance under this procedure. It is against the law for MCC to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. The Section 504/ADA Coordinator should be notified immediately if anyone associated with the grievance process is subjected to retaliation as a result of that person's participation in the grievance process.

MCC has both informal and formal mechanisms in place to resolve concerns about disability discrimination, denial of access to services, accommodations required by law, or an auxiliary aid they believe they should have received ("disability-related issues"), such as:

- Disagreements regarding a requested service, accommodation, modification of a College practice or requirement, or denial of a request;
- Inaccessibility of a program or activity; or
- Violation of privacy in the context of a disability.

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### Informal Grievance Process

MCC encourages anyone with concerns about a disability-related issue to first discuss the matter with the person directly and immediately involved in the dispute (faculty, supervisor, administrator, etc.). If the concern is still unresolved after consulting the party directly involved, individuals may contact the Chief of Staff for Diversity, Equity & Inclusion/Title IX Coordinator to request assistance facilitating a resolution (254-299-8645).

The purpose of the informal process is to make a good faith effort to resolve the issue quickly and efficiently; however, individuals may implement the formal process at any time during the informal resolution process.

Upon receiving notice of a disability-related complaint, the Chief of Staff for Diversity, Equity & Inclusion/Title IX Coordinator shall issue a written decision related to the informal complaint within 10 business days.

### Additional assistance with ADA concerns may be received from:

#### Students

**Amy Sireci**  
Accommodations Coordinator  
McLennan Community College  
Student Services Center, Room 319  
1400 College Drive  
254-299-8122  
FAX: 254-299-6222  
asireci@mclennan.edu or  
disabilities@mclennan.edu

#### Employees and Others on Campus

**Melissa (Missy) Kittner**  
Chief Human Resources Officer  
Human Resources  
McLennan Community College  
Administration Building, Room 104  
1400 College Drive  
254-299-8514  
FAX: 254-299-6237  
mkittner@mclennan.edu

### Formal Grievance Procedures

- In the event that an informal grievance does not resolve the matter, parties may file a formal grievance using the [Discrimination Resolution Process \(F-V-s\)](#).

Note: If the grievance involves confidential medical information, the 504/ADA Coordinator will maintain the confidentiality of that information and will not release that information without the individual's permission, except as allowed by law.