

Moravian College and Moravian Theological Seminary
GRIEVANCE PROCEDURE FOR STUDENTS WITH DISABILITIES

Students may file a grievance concerning College or Seminary compliance with the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973; compliance with the College or Seminary's own policies for students with disabilities; or disagreement with an action or decision regarding accommodation of students with disabilities by a faculty member, administrator, disability support provider, or other staff member. Most of these issues can be resolved informally. Students are encouraged to make a sincere effort to do so before filing a formal complaint. Students must initiate this grievance process within 30 working days from the date of the alleged noncompliance with laws, regulations, and policies set by federal, state, and local governing bodies or with College and Seminary policies for students with disabilities.

INFORMAL PROCEDURE

1. The student discusses the problem with the College or Seminary staff member who is directly involved in the problem. This often will be a faculty member or a disability support provider, but could be any member of the College or Seminary staff. The student may also discuss the problem at this stage with his or her academic advisor, the chair of the academic department involved, or an appropriate dean or administrator.
2. If the student is not satisfied with the resolution of the issue after the above informal discussions, and the problem does not directly involve a disabilities support provider, the student should bring the matter to the attention of the appropriate designated disability support provider as shown below:

- a. For health, physical, mobility, hearing, visual, mental health/psychiatric/drug and alcohol disabilities, contact Dr. Ronald Kline, Director of Counseling, 1307 Main Street, Bethlehem, Pa. 18018; (610) 861-1510.

All grievances concerning facilities issues, or more specifically, dealing with building or accessibility concerns, should be forwarded to the Environmental, Health & Safety Committee (Kurt Schreefer, chair) within five working days of receipt by Dr. Kline. EH&S will convene as soon as possible, preferably immediately, to discuss the issues and provide recommendations for resolution within two weeks of notification.

- b. For disabilities that impact cognition (learning disabilities and Attention Deficit Hyperactivity Disorder/ADHD), contact Mrs. Laurie Roth, Director of Learning Services, 1307 Main Street, Bethlehem, Pa. 18018; (610) 861-1510.
3. The designated disabilities support provider will attempt to resolve the issue. If the student remains dissatisfied with the disability support provider's resolution – or if the matter directly involves the disability support provider and an informal attempt to resolve it has failed – he or she may file a formal grievance.

FORMAL PROCEDURE

1. The student will present relevant information in writing within ten (10) working days of the failure of the informal procedures to resolve the matter to the Assistant Dean for Academic Advising, who serves as the ADA Coordinator for Students with Disabilities for the College and Seminary.
2. The dean will review the information, meet with the student, interview other persons involved in the matter, and attempt to resolve the issue. The dean will document his/her findings with a written report.
3. If the student remains dissatisfied with the dean's resolution of the matter, the student may appeal the resolution by filing a written appeal to the President within ten (10) working days. The President will review the dean's resolution of the matter and notify both the dean and the student in writing of the final resolution of the matter.