



OKLAHOMA CITY UNIVERSITY  
SCHOOL of LAW

**Oklahoma City University  
School of Law  
Student Disability Services  
Grievance Procedure**

**I. Grievance Procedure**

Oklahoma City University is committed to upholding the rights of students under Section 504 of the *Rehabilitation Act of 1973* and under the *Americans with Disabilities Act (ADA)*. If a student believes he or she has been denied a reasonable accommodation or has otherwise been denied rights afforded by Section 504 or the ADA and wishes to pursue the matter, the following procedure shall apply:

- (1) The student's first responsibility is to state, in writing, the nature of the problem and ask for reconsideration by the law school's special accommodations committee.
- (2) Upon receiving the student's written request, the law school Associate Dean for Academic Affairs shall present the request to the law school's special accommodations committee. If the request is denied, the law school Associate Dean for Academic Affairs shall, in a timely manner, respond in writing to the student's request and explain the basis for any decisions.
- (3) If the student is not satisfied with the response from the law school Associate Dean for Academic Affairs, the student is encouraged to discuss the problem with the University Disability Coordinator, who may, at his or her discretion, informally meet with the law school special accommodations committee and/or the law school Associate Dean for Academic Affairs.
- (4) If the student is still unsatisfied and wishes to further pursue the matter, the student shall file a formal, written grievance.

The University has adopted a Grievance Procedure for all complaints of discrimination, including complaints of disability discrimination, retaliation, harassment, or failure to provide a reasonable accommodation. That Grievance Procedure may be accessed at the following link: <http://www.okcu.edu/Assets/main/hr/policies/Sexual-Harassment-Policy.pdf>

The Chief Human Resources Officer (CHRO) serves as the University's Section 504 and ADA Compliance Officer. The CHRO is located in Room 105 of the Clara Jones Administration building and can be reached at 405.208.5075.

## **II. Alternative Remedies**

A student claiming discrimination, harassment, or retaliation based on a disability may also file a complaint with:

Kansas City Office  
Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106

Telephone: 816-268-0550  
FAX: 816-268-0599; TDD: 800-877-8339  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## **III. Access to Regulations and Policies**

Any student wishing to view copies of Section 504 of the *Rehabilitation Act of 1973*, or the *Americans with Disabilities Act*, as amended in 2008, may follow the links below:

<http://www.dol.gov/oasam/regs/statutes/sec504.htm>

<http://www2.ed.gov/about/offices/list/ocr/504faq.html>

<http://www.ada.gov/pubs/adastatute08.htm>

## **IV. Emergency Effective Date**

The effective date of this grievance procedure shall be immediate upon adoption by the Special Accommodations Committee.