

Florida Southern College Section 504/ADAAA Grievance Procedure

Students with Disabilities

2024-2025 Academic Year

The following Section 504/ADAAA grievance procedure has been developed in part from material prepared by the U.S. Department of Education, Office of Civil Rights, and Health and Human Services Section 504 Grievance Procedure (July, 2013). These procedures apply to grievances that occur from August, 2024 until the next update of the procedure in August, 2025. Grievances reported to have occurred prior to August, 2024 will be considered on a case-by-case basis.

Florida Southern College welcomes all students seeking to further their education. Accordingly, Florida Southern College prohibits discrimination against any qualified student with a disability.

New Applicants

A student applying to Florida Southern College is not required to disclose a disability. When a disability is disclosed during the application process, it is not used in any way to determine admission to the college. Similarly, when a student receives a letter of admission, it is not a guarantee that the college can accommodate a given disability. Admissions and disability accommodations are two separate processes.

The Office of Student Disability Services (SDS), which coordinates reasonable accommodations for students with documented protected disabilities, engages in an interactive process with the student to determine accommodations that can be made. The SDS procedure for submitting documentation is provided on the Florida Southern College website or by email. SDS follows through on submissions with a letter detailing the reasonable accommodations Florida Southern College can provide according to the nature of the disability. Florida Southern College is committed to equality of educational opportunities for qualified students with disabilities.

Currently Enrolled Students

When a currently enrolled Florida Southern College student requests reasonable accommodations for a protected disability, such requests are evaluated on a case-by-case basis, using an individualized and collaborative process. First, Florida Southern reviews the submitted supporting documentation to determine the nature of the disability and the accommodations being requested to overcome disability-related barriers to college living and learning. After sharing with the student in writing the accommodations FSC can provide, discussing and clarifying the Accommodation Plan as needed, and over a consent waiver signed by the student, appropriate faculty and staff receive Accommodation Plan which includes a list of reasonable accommodations. These approved recipients typically receive the Accommodation Plan within 1 - 5 working days after the student waiver is signed.

6. The Disabilities Grievance Officer, Dr. Sandy Calvert, will maintain the files and records relating to the complaints for 7 years.

Appealing the Informal Grievance: Formal Grievances

1. Under certain circumstances (please see below) the complainant can request a reconsideration of the investigation outcomes of the Informal Grievance. Request for reconsideration should be made in writing within five (5) working days of the complainant receiving the written Informal Grievance Outcome to Dr. Lauren Albaum, Vice President of Student Life, Rogers Building room 123, Florida Southern College, 111 Lake Hollingsworth Drive, Lakeland, FL 33801, tel: (863) 680-4902; email: lalbaum@flsouthern.edu.

All Formal Grievances must be in writing and signed by the student. The Formal Grievance must contain:

***The Initial Informal Grievance:**

- a. A clear and precise statement of the initial complaint.
- b. A statement regarding how the initial action is discriminatory or how the decision is unreasonable if it is a denial of a requested accommodation
- c. The name of the respondents (the person(s) against whom the grievance is filed)
 - a. A statement regarding how each respondent is responsible for not complying with an Accommodation

than ten (10) working

