

**GRIEVANCE PROCEDURE FOR:
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
AMERICANS WITH DISABILITIES ACT (ADA) OF 1992**

SECTION I - If any person believes that Jackson Community College or any part of the College organization has inadequately applied the principles and/or regulations of: (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, and the **Americans with Disabilities Act (ADA) OF 1992**,. ([42 USC, Section 12101](#)) he/she may bring forward a complaint, which shall be referred to as a grievance to the Compliance Officer College Civil Rights Coordinator at the following address:

Cindy Allen, *Chief Operating Officer*
Jackson College
2111 Emmons Road
Jackson, MI 49201 (517) 796-8403

SECTION II - Step 1 - The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the College Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. He/she may initiate formal procedures according to the following steps.

Step 2 - A written statement of the grievance signed by the complainant shall be submitted to the College Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 3 - If the complainant wishes to appeal the decision of the College's Compliance Officer, he/she may submit a signed statement for appeal to the College's Chief Student Services Officer within five (5) business days after the receipt of the Coordinator's response. The Chief Student Services Officer shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 4 - If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the President or designee within five (5) business days of receipt of the Chief Student Services Officer response in Step 2. In an attempt to resolve the grievance, the President or designee shall meet with the concerned parties and their representative within forty (40) business days of the receipt of such an appeal. A copy of the President's or designee's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 5 - If at this point, the grievance has not been satisfactorily settled, further appeal may be made to the:

U.S. Department of Education Office for Civil Rights
Lyndon Baines Johnson, Department of Education Bldg.
400 Maryland Avenue, SW, Washington, DC 20202-1100
Telephone: 800-421-3481 FAX: 202-453-6012 TDD: 877-521-2172 Email: OCR@ed.gov

Inquiries concerning the non-discriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20201.

A copy of each of the acts and the regulations on which this notice is based may be found in the College Civil Rights/ADA Coordinator's Office.

I have received a copy of this grievance procedure.

To the Student: Please check the box on the public accommodation form to acknowledge that you have read this grievance procedure. A second copy will be sent for your records.