



## Dispute Resolution for Students with Disabilities

Rowan College at Burlington County has developed an administrative procedure to assist students with disabilities in resolving any dispute in which the College or any of its agents or employees allegedly act in violation of Section 504 of the Rehabilitation Act of 1973, 29 USCA, 794. This statute, commonly known as "the handicapped access law," prohibits discrimination against otherwise qualified handicapped persons. There are four specific steps to follow in this procedure. Students should proceed as follows:

1. Within five college workdays of the alleged incident, the student should attempt to resolve the problem personally with the college employee involved.
2. If the person is unable to reach a satisfactory resolution of the complaint in step 1 above, the person should, within five working days of the meeting with the college employee, make a written request for a meeting with the employee's immediate supervisor. This meeting with the supervisor is to take place within 10 college workdays from receipt of the request. The immediate supervisor will hear the person and collect data as needed from the employee and other college personnel and render a decision on the matter. The supervisor will communicate this decision in writing to the person and employee within five college workdays after the meeting.
3. If the person is unable to reach a satisfactory resolution of the complaint in step 2 above, the person should, within five workdays of receipt of the written decision following the meeting with the college employee's supervisor, make a written request for a meeting with the Vice President in whose area of supervision the matter has occurred. This meeting is to take place within 10 college workdays from receipt of the request. The appropriate Vice President will review the facts presented by the person and collect data from other personnel as needed. The Vice President will render a decision on the matter and communicate this decision in writing to the person, the employee against whom the person has made the complaint, and the employee's immediate supervisor within five workdays after the meeting.
4. Any person may appeal the decision of the Vice President directly to the President of the College. The notice of appeal must be received at the Office of the President within five college working days of the date of the Vice President's decision. The President, within 10 college workdays of receiving the notice of appeal, shall either confirm, reverse, or modify the decision of the Vice President. The President's written decision shall include his/her reasons for arriving at said decision. Said decision shall be final.

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In the event that litigation is brought against the college or any of its agents or employees alleging any statement of facts constituting a violation of Section 504, the college will move to dismiss such litigation in all cases where the plaintiff has failed to utilize this student dispute resolution procedure.