

NORTHEASTERN OKLAHOMA A&M COLLEGE
Grievance Procedure for Students with Disabilities

Northeastern Oklahoma A&M College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the American Disabilities Act. Title II states in part that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination in programs or activities sponsored by a public entity. The Director of Counseling has been designated to coordinate ADA compliance efforts and may be reached at 918-540-6229.

Complaints

- A complaint may be filed verbally or in writing and should include the name and address of the person filing the complaint as well as a brief description of the alleged violation.

Complaints should be addressed to:

Director of Counseling
PO Box 3959
Miami, OK 74354

- A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- An investigation, as may be appropriate, shall follow a filing of a complaint. An informal but thorough investigation shall be conducted by the Director of Counseling, who will afford all interested persons and/or their representatives an opportunity to submit evidence relevant to a complaint.
- A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Director of Counseling and a copy forwarded to the complainant no later than thirty (30) working days after the filing.
- The complainant may request a reconsideration of the case in instances where (s)he is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) days to the Vice President for Students Affairs.
- The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies, such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- The ADA Coordinator shall maintain the files and records of NEO A&M College relating to complaints filed.

These rules shall be construed to protect the substantive rights of interested person to meet appropriate due to process standards and to assure that Northeastern Oklahoma A&M College complies with the ADA regulations.

This procedure is also available in the current Student Handbook, located on the College’s website, under Student Life.