



WHEATON COLLEGE, MASSACHUSETTS
GRIEVANCE PROCEDURE UNDER THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 as amended 2009 (“the ADA”). It may be used by any student who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Wheaton College. Wheaton College’s Staff Handbook governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain relevant information including the name, address, and phone number of complainant and the location, date, and description of the alleged discrimination. Alternative means for filing complaints, such as via personal interviews or tape recording will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or a designee as soon as possible but no later than sixty (60) calendar days after the occurrence of the alleged discrimination to: Denyse Wilhelm, Associate Dean of Studies and ADA/504 Coordinator for Student Grievances.

Within fifteen (15) calendar days after receipt of the complaint, Dean Wilhelm will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) calendar days of the meeting, Dean Wilhelm, will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Wheaton College and offer options for substantive resolution of the complaint.

The complainant may appeal the decision within 15 calendar days after receipt of the response to Kate McCaffrey, Vice President for Student Affairs and Dean of Students.

Within fifteen (15) calendar days after receipt of the appeal, Dean McCaffrey will meet with the complainant to discuss the appeal. Within fifteen (15) calendar days after the meeting, Dean McCaffrey will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final determination.

All written complaints received by Dean Wilhelm, appeals to Dean McCaffrey, and responses will be retained in a confidential manner by Wheaton College for at least three years.