

NOTICE OF NON-DISCRIMINATION AND DESIGNATION OF SECTION 504 COORDINATOR AND TITLE IX COORDINATOR

NON-DISCRIMINATION POLICY

ARIZONA SUMMIT LAW SCHOOL (ASLS) DOES NOT DISCRIMINATE IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES. ASLS has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Education regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Dean of Students. *The ASLS Dean of Students has been designated as the **Section 504 Coordinator** to oversee, coordinate, and implement the efforts of ASLS to comply with Section 504.*

NOTICE OF DESIGNATION OF SECTION 504 COORDINATOR

DIANE ALKAIS

Dean of Students,

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NOTICE OF DESIGNATION OF TITLE IX COORDINATOR

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Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. *It is against the law for ASLS to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.*

SUMMARY OF SECTION 504 GRIEVANCE PROCEDURE FOR FILING A SECTION 504 COMPLAINT

The Section 504 procedure is explained in full in the Anti-Discrimination Policy and Procedures which are published in the Student Handbook, the Employee Handbook, are available on line at the ASLS website, and are also available upon request in hard copy from the Dean of Students. Please review the Policy and Procedure carefully. Any questions should be referred to the Dean of Students. Title IX Procedures are a separate procedure and also available in the Handbooks, website and upon request from the Dean of Students.

- Grievances must be submitted to the Dean of Students who is the Section 504 Coordinator within 180 days of the date the person filing the grievance becomes aware of the alleged discriminatory action. Prompt submission allows for better investigation and resolution of complaints.
- A complaint shall be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be an adequate, impartial and reliable investigation. Among other things this means that the investigation must be thorough and unbiased, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of *ASLS* relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 60 days after its filing or provide a written explanation of the delay.
- Either party may appeal the decision of the Section 504 Coordinator by writing to the Dean within 15 business days of receiving the Section 504 Coordinator's decision.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

ASLS will make appropriate arrangements to ensure that disabled persons are provided accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped for the blind, or assuring a barrier-free location for the proceedings. Upon notice of the request, the Section 504 Coordinator will be responsible for such arrangements