

Grievance Procedure

Grievances should be addressed to:

Director or Assistant Director of Services for Students with Disabilities

117 Louise Pound Hall

Lincoln, NE 68588-0355

The following is the process to file a complaint regarding accommodations and/or specific services provided through the Services for Students with Disabilities office.

1. A complaint should be filed in writing with the name and address of the student and a detailed description of the situation.
2. An investigation will follow the filing of the complaint. The ADA/504 Compliance Officer will conduct the investigation with the assistance of the Director and/or Assistant Director.
3. The student can request this review to be handled solely by the ADA/504 Compliance Officer if he/she feels there is a conflict of interest with the Director or Assistant Director of Services for Students with Disabilities.
4. A written determination of the resolution will be issued and a copy forwarded to the complainant no later than 30 calendar days after its filing.
5. The Services for Students with Disability Office will maintain the records relating to complaints filed.

January 2020