

Disability Services Grievance Procedure Flowchart

Step 1- Informal Grievance:

Student encouraged to resolve complaint directly with faculty, staff or department. Disability Services available to offer problem-solving strategies.

SATISFIED

If you are not satisfied with outcome of Step 1

Step 2: File Formal Grievance:

Student must submit a DS Grievance Form within 60 days of the issue which caused the complaint. Student meets with Dean of Students or designee to submit: grievance form, relevant documents and names of those involved.

DS Grievance Subcommittee Review:

Subcommittee meets within 20 working days of when the grievance was filed to review relevant materials and interview individual parties. Dean of Students or designee assists student throughout process. A decision is made by Subcommittee within 10 working days of completing the review process.

SATISFIED

If you are not satisfied with outcome of Step 2

Step 3: Vice President's Review

A summary of the review and related information is submitted to appropriate Vice President and/or Provost of College within five working days of subcommittee's decision. This Vice President and/or Provost is selected by the Dean of Students or designee and student. Decision within 10 working days is FINAL.

If all efforts at Meredith College have been exhausted and the student is not satisfied with the findings or believes the issue remains unresolved, she/he has the right to file a grievance with the Federal Department of Justice, Office of Civil Rights.

<https://www.justice.gov/crt/disability-rights-section>

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DISABILITY SERVICES

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ALTERNATE FORMATS AVAILABLE UPON REQUEST