

**Part II
St. Louis Community College
ADA/504 Formal Grievance Form
For Students**

Step 2: If the grievant is not satisfied with the decision at Step 1, the grievant may file a written appeal within ten (10) working days of the administrator's decision to the ADA Campus/CC Compliance Officer. The ADA Campus/CC Compliance Officer shall conduct an investigation and render a decision within fifteen (15) working days after receipt of the appeal.

Grievance Received by ADA Campus/CC Compliance Officer (Date and Signature): _____

Decision: _____

Signature of ADA Campus/CC Compliance Officer Date

Signature of ADA District Coordinator Date

Signature of Grievant Date

I wish to appeal the ADA Compliance Officer's decision of my grievance.

Signature of Grievant Date

Step 3: A written appeal to the President/Vice Chancellor (as appropriate to location) must be filed within ten (10) working days of the ADA Campus/CC Compliance Officer's decision. The appeal shall include a copy of the original grievance and decisions rendered in Step 1 and Step 2.

Grievance Received by President/Vice Chancellor (Date and Signature): _____

The President/Vice Chancellor or his/her authorized representative shall conduct an investigation and confer with appropriate persons within ten (10) working days after receipt of the appeal. The President/Vice Chancellor shall render a written decision and the reasons for the decision within twenty (20) working days following the receipt of the appeal request. The decision of the President's/Vice Chancellor shall be final.

Decision: _____

Signature of President/Vice Chancellor Date

**A complete copy of this grievance procedure is available at <http://www.stlcc.edu/pol/slccprocedures.pdf>, Administrative procedure G6.1 and the current *Factfinder Student Handbook*.

If you need accommodations to complete the form, or an alternate format, please contact the Services for Students with Disabilities Office/Access Office, disAbility Support Services, or designated staff at the College Center.

Distribution: Grievant – Campus President/Vice Chancellor – Campus/College Center ADA Compliance Officer – ADA District Coordinator – Campus Access Office/Designated College Center Office