



Office of Disability Services Grievance Policy

Columbia Southern University is committed to providing equal access for all persons enrolled with disabilities. University policy prohibits discrimination against qualified individuals with disabilities. Any person denied reasonable accommodations, denied access to a university program or service, or offered an accommodation that is not acceptable to the individual, is eligible to file a complaint through the Columbia Southern University internal Office of Disability Services Grievance Procedure. Persons with discrimination concerns are encouraged to consider the Columbia Southern University internal Office of Disability Services (ODS) Grievance Procedure prior to seeking relief in an external forum. Seeking a resolution through the internal ODS Grievance Procedure will not impair the person's right to pursue remedies in another forum outside of Columbia Southern University. A written letter of determination as to the validity of the complaint and a description of the resolution shall be issued by either the Disability Services Coordinator or the Director of Disability Services. A copy of the letter of determination will be forwarded to the complainant no later than (15) working days after its filing. The Director of Disability Services shall maintain the files and records of Columbia Southern University relating to complaints filed. Seeking a resolution through the internal ODS Grievance Procedure will not impair the person's right to pursue remedies in another forum outside of Columbia Southern University. If a student has a grievance and would like to go outside the institution channels for resolution s/he may contact the **United States Department of Education Office of Civil Rights** at (206) 220 – 7900.

All Office of Disability Services grievances, **excluding** those filed against the Disability Services Coordinator should be addressed:

Donald J. Norman
Columbia Southern University
Disability Services Coordinator
21982 University Lane
Orange Beach, AL 36561
Ph: (800) 977-8449 ext. 1434
Email: donald.norman@columbiasouthern.edu

All Office of Disability Services grievances filed against the Disability Services Coordinator should be addressed:

Wendy Troup
Columbia Southern University
Director of Disability Services
21982 University Lane
Orange Beach, AL 36561
Ph: (800) 977-8449 ext. 1408
Email: wendy.troup@columbiasouthern.edu



Disability Services Grievance Form

Name: _____ Student ID# _____

Phone: _____ Email Address: _____

State the name of the office or employee whom you believe denied you the benefits of any University service, program, or activity due to your disability:

Please provide a complete description of your grievance. If possible, specify the date(s) and time(s) of the incident(s).

Complaint:

Please attach additional pages as needed.

Signature: _____ Date: _____

For all Disability Services Coordinator grievances, return this form to Wendy Troup, Director of Disability Services.

Upon request, for persons with disabilities, assistance will be provided in completing this form. Contact the Office of Disability Services, 21982 University Lane, Orange Beach, AL 36561, (800) 977 – 8449 ext. 434. _