



## **Disability Grievance Process**

Any employee or applicant for employment who believes that they have been subjected to discrimination based on their disability may contact the Office of Institutional Diversity & Equity. Dartmouth College encourages an efficient and informal resolution of such concerns, including, when appropriate, third party alternative dispute resolution options. In most instances, we have found that disability-related concerns can be quickly resolved through informal discussions. However, if an employee or applicant for employment is not satisfied with these efforts or wishes to file a formal grievance without seeking an informal resolution, they are welcome to do so. This procedure is designed to provide a prompt and fair resolution of allegations of disability-based discrimination. These grievance procedures are available in response to the following situations:

- Disagreement with any action, inaction or decision made by the College with respect to granting or the failure to grant an accommodation for a documented disability
- Discrimination resulting from a failure to implement an agreed upon accommodation, the quality of the accommodation provided, the timeliness of the receipt of the accommodation, or any other accommodation-based claim
- Other discriminatory actions or inactions, including a failure to remove accessibility barriers
- Discrimination in the form of disability-based harassment



## Disability Grievance Process

1. To initiate the appeals process, please provide the following information by email to the Director of IDE:
  - Name
  - Job Title
  - Department
  - Supervisor
  - Date Accommodation was Denied or Not Implemented Properly
  - Nature of Accommodation Requested
  - Reason for Appeal
  - Phone Number
  - Email Address
  - Additional Comments
2. Upon gathering the required documentation and information, the Director of IDE or the Director's designee will work in collaboration with the Director of Employee Relations to make a determination regarding the grievance.
3. Should relief in the form of reconsideration of a requested accommodation be granted, the employee will re-engage in the ADA Interactive Process for a new accommodation to be implemented.
4. Employees are encouraged to follow this process before pursuing remedies outside of Dartmouth, but employees have the right to file a complaint directly with the Equal Employment Opportunity Commission - <https://www.eeoc.gov/>

**Contact:** Theodosia S. Cook, Director of Institutional Diversity & Equity  
Office of Institutional Diversity & Equity  
Parkhurst Hall, Suite 06  
Hanover, NH 03755  
Tel: 603.646.3920  
Email: [theodosia.s.cook@dartmouth.edu](mailto:theodosia.s.cook@dartmouth.edu)