

Indiana University East Process of Appeal under The Americans with Disabilities Act

This Process of Appeal is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Indiana University East. The Indiana University East Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible but no later than 30 calendar days after the alleged violation to:

Office of Affirmative Action
Indiana University East
Springwood Hall
2325 Chester Boulevard, Richmond, IN 47374

Within 15 calendar days after receipt of the complaint, the Affirmative Action Officer or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the Affirmative Action Officer or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Indiana University East and offer options for substantive resolution of the complaint.

All written complaints received by the Affirmative Action Officer or his/her designee will be retained by Indiana University East for at least three years.