

If you have a documented disability with the Accommodative Services Office, you have rights under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Your rights are codified in the [College's Policy Prohibiting Discrimination, Harassment, Bias and Retaliation in Employment](#). If you believe you have been subjected to discrimination on the basis of disability or have been denied access to your documented services or accommodations, the College's response procedures can be found within the above-named policy. A high-level outline of those procedures is included below.

Violations may include the following:

- Disagreements regarding a requested service, accommodation or modification of a College practice or requirement
  - Denial of approved accommodations
  - Inaccessibility of a program or activity
  - Harassment or discrimination on the basis of disability
  - Violation of privacy in the context of disability
1. A report alleging any of the above violations may be reported to the Director of Equal Opportunity/504 Coordinator.
  2. Informal Resolution: We encourage you to address the matter with the individual(s) most directly responsible for the concern. If this is not appropriate under the circumstances or you require assistance, the Director of Accommodative Services, in conjunction with the Dean of Studies, can assist you.
  3. Formal Complaint: If a resolution is not able to be reached through informal resolution, students have the right to file a formal complaint. Formal complaints should be made to the ADA Compliance Officer/Director of Equal Opportunity. Complaints must be submitted within 10 days of the end of the term in which the violation occurred.
    - a. A formal complaint contains the alleged violation(s), the name of the student whose rights have been violated, information about how and when the violation(s) occurred, information about efforts made to resolve the issue informally, and remedies requested.
  4. Investigation: The Director of Equal Opportunity/504 Coordinator will initiate an investigation into the alleged violation(s) and will assign a trained investigator. The assigned investigator may interview, consult with, and/or request a written response to the issues raised in the complaint from any individual the investigator believes to have relevant information.

5. Advisor of Choice: The complainant and the party against whom the grievance is directed each have the right to have an advisor of choice. The advisor of choice must be a member of the Union College community.
6. Findings: Upon completion of the investigation, the Director of Equal Opportunity/504 Coordinator will prepare and communicate to the complainant, and to the party against whom the grievance is directed, a final report containing a summary of the investigation, written findings and a proposed outcome. When appropriate, the final report may be provided to any Union College officer whose authority will be needed to carry out the proposed outcome or to determine whether any personnel action is appropriate. The decision is final.
7. Possible outcomes: Possible outcomes include, but are not limited to: corrective steps, actions to reverse the effects of discrimination or to end harassment, and measures to provide a reasonable accommodation or proper ongoing treatment.

Questions about your accommodations? Please contact the Accommodative Services Office at:

Phone: (518) 388-8785

Email: [accommodations@union.edu](mailto:accommodations@union.edu)

If you are concerned you have been discriminated against or have a question about your rights, please contact the Director of Equal Opportunity/504 Coordinator at:

Phone: (518) 388-6865

Email: [titleix@union.edu](mailto:titleix@union.edu)

You can also report incidents of discrimination using the [online reporting form found here](#).