

## Seattle Vocational Institute Disability Discrimination Policy and Procedure



Seattle Vocational Institute does not discriminate against students or employees on the basis of disability. SVI is committed to taking prompt, remedial action against any form of disability discrimination or harassment. SVI employees are required to report any disability discrimination or harassment, and all employees and students will be free from any retaliation when participating in any investigation involving disability discrimination or harassment.

This nondiscriminatory policy is required by the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which states in part: No qualified person with a disability shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

The programs and activities noted include, but are not limited to accommodation of qualified disabilities. Inquiries and complaints should be referred to the complaints officer: the Executive Dean for Seattle Vocational Institute, 2120 South Jackson Street, Seattle, WA 98144 Phone: (206) 934-4940.

### **Informal Complaints Process**

Students are encouraged to informally attempt to resolve disability discrimination and harassment complaints directly with the employee or party who is responsible for the act. They may also bring the matter directly to the attention of the responsible employee's supervisor. The supervisor will meet the responsible employee within 15 days and attempt to resolve the complaint and to inform the student of the outcome within 20 days of the initial complaint.

### **Formal Complaints Process**

Students may also file a formal complaint with the Executive Dean of SVI. Complaints must be filed in writing within 90 days of the date on which the student knew or had reason to know of the discrimination or harassment. Complaint forms are available from the Executive Dean of SVI or the Disability Support Services Office. The Complaints Officer will inform the student of the responsible employee's response, if any, and will attempt to mediate a resolution. If resolution fails, the matter will be forwarded to the appropriate vice president for review. The vice president will issue a final decision within 15 days of receipt of the complaint.

Any person may file a complaint with the Department of Education, Office for Civil Rights, for alleged violations of federal law based of race, color, national origin, sex, disability or age. Complaints must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause.

Please visit the OCR website at <http://www.ed.gov/about/offices/list/ocr/index.html> or contact the OCR Seattle Office at:

U.S. Department of Education  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Telephone: (206) 220-7900  
Facsimile: (206) 220-7887  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)