

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** American with Disabilities Act

**EFFECTIVE DATE:** July 1, 2000; Revised May 5, 2023;

Revised January 22, 2024 (updating job titles)

**Purpose**

The purpose of this procedure is to provide the method through which bona fide complaints related to the Americans with Disabilities Act (ADA) may be submitted at Southwest Tennessee Community College (“Southwest” or “the College”).

**Policy**

The ADA states, in part, "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination" in programs or activities sponsored by a public entity.

Employees may file an ADA complaint using the procedure described in the Tennessee Board of Regents (TBR) [Guidelines P-110](#). Students and others may file a Complaint that will be considered by the Southwest ADA Coordinator. Employees have this option as well.

**I. Steps for Filing a Complaint with the ADA Coordinator**

A complaint must be filed within ten (10) working days after the complainant becomes aware of the alleged violation. It may be made verbally or in writing, preferably in writing. The complaint must provide the name and address of the person making the complaint as well as a brief description of the alleged ADA violation.

Employees may contact the Human Resources department to file a complaint under [TBR P-110](#). All others may submit a complaint to the ADA Coordinator using the following link: [https://cm.maxient.com/reportingform.php?SouthwestTNCC&layout\\_id=2](https://cm.maxient.com/reportingform.php?SouthwestTNCC&layout_id=2) or by emailing the Office of Chief of Staff at [chiefofstaff@southwest.tn.edu](mailto:chiefofstaff@southwest.tn.edu).

**II. Investigation**

The ADA Coordinator will investigate the complaint. The investigation will include, but not necessarily be limited to, interviews with the complainant and others as deemed appropriate.

All interested parties will be provided an opportunity to submit evidence relevant to the complaint. The investigation will be conducted in a manner that seeks to protect the parties’

due process rights and ensures that the College complies with the ADA.


When the investigation is complete, the ADA Coordinator will issue a written determination concerning the validity of the complaint and a description of the resolution, if any. This statement will be provided to the complainant no later than twenty (20) working days following receipt of the complaint.

### III. Appeal

The complainant may request a reconsideration of the case in instances of dissatisfaction with the resolution. Requests for reconsideration should be made in writing to the President or the designee within ten (10) working days from receipt of the determination.

Source of Policy: Transition Team

Related Policy: N/A

Approved:   
President

Responsible  
Administrator: VP of HR; ADA Coord.

TBR Policy Reference: N/A

TBR Guideline Reference: P-110

Date: January 22, 2024