

COMPLAINT PROCEDURES FOR STUDENTS IN CASES OF ALLEGED DISCRIMINATION ON THE BASIS OF DISABILITY

A. Statement of Policy

Florida Coastal School of Law ("Coastal Law") is dedicated to maintaining an academic environment free of discrimination, exploitation or coercion. Discrimination in any form impacts individual achievement, undermines a comfortable learning climate, and affects the integrity of the law school. In the interest of promoting an academic environment in which people are free to work and learn without fear of discrimination, Coastal Law prohibits discrimination against any individual on the basis of physical or mental disability.

The Office of Student Affairs is committed to engaging in constructive dialogue to ensure that the programs of Coastal Law are accessible to students with disabilities. This policy extends to all rights, privileges, programs and activities, including employment, admissions, financial assistance, and educational programs. It is also the policy of Coastal Law to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question. Retaliation against any individual who has filed a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is in violation of this policy. It is the policy of Coastal Law to take appropriate remedial measures to prevent the recurrence of discrimination and to correct any discriminatory effects on the complainant and others, if appropriate. Any student, staff or faculty member who learns of possible discrimination pertaining to a student should immediately report the possible discrimination to the Office of Student Affairs.

These procedures supplement those provided by state and federal law and are in no way intended to discourage their use.

B. Procedures

1. Complaints: Any student who believes that he or she has been unlawfully discriminated against due to a disability, in violation of this policy, may file a written complaint as promptly as possible after the alleged discrimination. The complaint should be as specific as possible regarding the actions(s) or inaction(s) that precipitated the complaint: date, place, persons involved, efforts made to settle the matter informally, and the remedy sought. A student may file a complaint with the Office of Student Affairs. If the complaint alleges discrimination by the Office of Student Affairs, then the complaint should be submitted to the Director of Diversity, Equity and Inclusion.

2. Investigation: The person receiving the complaint will either investigate the complaint or will assign investigation of the complaint to an appropriate administrative officer depending on the nature of the allegations. The person assigned to investigate the complaint is the "investigating school official." The investigating school official will conduct a fair and impartial investigation of the allegations of discrimination. The investigating school official will interview the complainant at the complainant's request. The complainant may present evidence and witnesses to the investigating school official. The investigating school official may forward a copy of the

complaint to the persons whose actions (or inactions) are the subject of the complaint, and may request a written response from appropriate individuals at Coastal Law. The investigating school official may also choose to interview witnesses, to meet with concerned parties, to receive oral or written statements, and to make other appropriate inquiries.

3. Notice to the Dean of the Law School: The investigating school official will notify the Dean of the Law School that a complaint has been filed and the nature of the complaint.

4. Meet and Discuss: At the option of either the complainant or the investigating school official, a meeting will be conducted with the complainant and the investigating school official as soon as possible after the filing of the complaint to discuss the procedural requirements of this policy, confidentiality, retaliation, academic freedom, and any other relevant matters.

5. Decision: The investigating school official will render a decision on the merits of the complaint as promptly as possible. If resolution is not possible within sixty (60) days of receipt of the complaint, the investigating school official will inform the complainant of the status of the investigation. The complainant shall be notified of the investigating school official's decision on the merits of the complaint. Copies of the investigating school official's decision may be sent to the complainant, the Dean of the Law School, and the department and/or the persons whose actions (or inactions) are the subject of the complaint, as appropriate.

6. Appeal Procedures: In the event that the complainant is not satisfied with the resolution of the complaint, an appeal may be made in writing. The appeal should be filed with the Dean of the Law School within five (5) days of the resolution of the complaint. The Dean of the Law School will appoint a three-person review panel of faculty and/or administrators. The members of the panel shall receive a copy of the written complaint and appeal, the investigating school official's decision, and all supporting documents provided by the investigating school official or the complainant. The panel shall make a recommendation to the Dean of the Law School as promptly as possible after receiving an appeal. The panel may recommend that the investigating school official's decision be upheld, reversed, or some other relief be given.

7. Final Decision: The Dean of the Law School shall render the final decision on the appeal. The Dean of the Law School may adopt, reject or modify the panel's recommendation. The Dean of the Law School shall notify the complainant of the final decision as promptly as possible.

8. Records: The complaint and any other documents that are created in the course of resolving the complaint will be retained by the Office of Student Affairs in a confidential file.