



Grievance Procedure

Oregon Tech and the Disability & Testing Services (DTS) office is committed to providing an academic and employment environment free from discrimination on the basis of gender (including sexual harassment), disability, race (including racial harassment), color, religion, ethnic or national origin, sexual orientation, gender identification, pregnancy, veteran's status, or age.

This commitment is in support of the responsibilities mandated by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Americans With Disabilities Act (ADA) of 1990; the Civil Rights Acts of 1991 and 1996; Oregon Revised Statutes, Chapter 659; and Oregon Tech policy and philosophy.

While individuals with discrimination-related complaints may, by law, file complaints at any time with external enforcement agencies, Oregon Tech encourages persons with complaints to utilize the following internal complaint procedure before filing a complaint with another agency.

Internal Complaint Procedure

We encourage our students to:

- Attempt an informal resolution of the complaint by bringing it to the attention of the person who has allegedly acted in a discriminatory manner, as well as informing your Disability Services (DS) advisor of this situation as soon as possible.
- Should the situation fail to reach a resolution, the next step would be to address the concern with the individual's supervisor, which in the case of faculty, would be the department chair.

If you have any questions on the informal resolution process, contact your DS advisor and/or the ADA Compliance Officer (access@oit.edu).

The ADA Compliance Officer serves as a resource for potential student grievances, providing resolution, mediation, and investigation functions in the handling of complaints of discrimination based on disability. If you believe you were denied your rights to an accessible and equitable education based on your disabilities, you may file your grievance with Oregon Tech's ADA Compliance Officer (access@oit.edu).

To file a complaint or grievance related to discrimination based on disability you must first have established yourself as a DS student, with documentation supporting your qualified condition(s). A formal complaint must be filed in writing or as an audio or video recording. The complaint must contain the name and address of the person filing the complaint, and a brief description of the alleged violation(s) of regulations and/or law. If you need guidance on what constitutes discriminatory harassment and the potential consequences of engaging in such behavior, please refer to "Student Conduct Code" as set forth in the current edition of the Oregon Tech Student Handbook. If you need assistance in documenting your complaint, contact ADA Compliance Officer (access@oit.edu).

Members of the public who believe they have been subjected to illegal discrimination based on disability are urged to contact the ADA Compliance Officer (access@oit.edu). Applicants for admission or employment at Oregon Tech, and those attending or wishing to attend events on Oregon Tech property, may be considered members of the public. Complaints alleging other illegal but non-disability related discrimination are referred to appropriate state and federal agencies, primarily the Oregon Bureau of Labor and Industries (BOLI), the U.S. Department of Education, and the U.S. Equal Employment Opportunity Commission.

Formal Complaint Filing and Resolution

Complaints alleging discrimination based on disability are to be filed within 180 calendar days following the alleged discriminatory act, or the date on

which the complainant knew or reasonably should have known of said act. These time limits may be extended with the approval of the ADA Compliance Officer.

The ADA Compliance Officer shall conduct an appropriate investigation following the filing of a complaint. This grievance procedure contemplates timely and thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint. In the event that a potential or actual conflict of interest exists, the ADA Compliance Officer shall remove themselves from the investigation, and a third party shall be designated by the President or the appropriate Vice President to conduct the investigation.