Disability Accommodations Grievance Procedure

Duke University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging discrimination based on the denial of accommodations for disability.

Complaints alleging discrimination based on the denial of requested accommodations based upon disability must be addressed to the Director of Harassment Prevention, Duke University Office for Institutional Equity, 114 S. Buchanan Blvd., Bay 8, Box 90012, Durham, NC 27708-0012, (919) 684-8222.

1. A complaint must be submitted in writing, contain the name and address of the complainant, and a description of the allegations of discrimination. The complainant must set forth specific facts in support of the allegation(s).

2. A complaint must be filed within ninety (90) days of the denial of accommodations.

3. An investigation, as may be appropriate, shall be conducted by the Director of Harassment Prevention, following receipt of the complaint. This procedure affords the complainant and the person(s) against whom the allegation(s) of discrimination have been made, and their respective representatives, if any, an opportunity to submit information and documentation regarding the complaint allegations.

4. The investigation will be completed with written results of the investigation issued and a copy forwarded to the complainant within forty-five (45) workdays of the receipt of the complaint.

5. The complainant may appeal the findings of an investigation by submitting a written document to the Vice-President for Institutional Equity, Duke University, 114 S. Buchanan Blvd., Bay 8, Box 90012, Durham, NC 27708-0012. An appeal shall only be considered if the complainant specifies with particularity irregularities in the process or procedure, the correction of which would likely change the outcome of the determination of an investigation.

6. The appeal must either be postmarked or received within fourteen (14) days of the date of the determination. The Vice-President will make a final determination and inform the complainant within fourteen (14) workdays of the Vice-President's receipt of the appeal.

7. Although the University will make every effort to comply with these timelines, circumstances such as school breaks, may justify an extension of time.

8. Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited under University policy, and by state and federal law.

This document is available in alternative formats upon request.