



## **Disability Discrimination Grievance Procedure**

Columbia College Hollywood (the “College”) is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, subjected to discrimination in connection with, or denied the benefits of any College program or activity due to the individual’s actual or perceived disability (including peer harassment). The College has adopted this internal Grievance Procedure to provide for the prompt and equitable resolution of complaints alleging violations of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), Title III of the Americans with Disabilities Act (“Title III”), and other relevant disability laws. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance, and Title III prohibits discrimination on the basis of disability by private entities that provide places of public accommodation.

The College has designated the following individual as the Section 504 Coordinator:

Jessica Johnson-Mills  
Student Success and ADA Advisor  
Columbia College Hollywood  
18618 Oxnard Street  
Los Angeles, CA 91356  
jjohnsonmills@columbiacollege.edu

This Grievance Procedure constitutes the College’s formal Grievance Procedure. The College does not have an informal grievance procedure and mediation is not available.

### **How to File a Complaint**

Complaints of disability discrimination may be submitted by students, employees and third-parties, regardless of whether the complainant has requested accommodations from the College. Complaints should be submitted to the 504 Coordinator or designee. In the event that the 504 Coordinator or designee is alleged to have been involved in the discrimination, complaints may be submitted to the Vice President of Academic Affairs, Lex Sanderson at lsanderson@columbiacollege.edu.

Complaints may be submitted to the 504 Coordinator or designee in person, by mail or by email, and should contain the name and contact information of the person filing the complaint, as well as a brief description of the nature of the complaint. The College recommends that complaints be submitted as soon as the complainant becomes aware of the discrimination. While there is no time limit on reporting complaints of discrimination, the College’s ability to respond fully may be severely limited by the passage of time.

### **Investigation of the Complaint**

Upon receipt of the complaint, the 504 Coordinator or designee will conduct a prompt, thorough and impartial investigation of the complaint. The College will provide a similar and timely opportunity for both the complainant and respondent (if applicable) to identify witnesses and provide evidence relevant to the complaint.

### **Notice of Outcome**

Upon completion of the investigation, the 504 Coordinator or designee will provide the complainant and respondent (if applicable), with written notice of the results of the investigation, including whether the discrimination occurred, a description of the resolution, any sanctions imposed that are directly related to the complaint, the rationale for the determination, and any remedial actions taken, if applicable. The results of the investigation shall be final. If it is determined that the discrimination occurred, the College will take steps to prevent recurrence and to correct its discriminatory effects on the complainant and others, if appropriate.

### **Timeframe for the Grievance Procedure**

The College will make its best efforts to complete the Grievance Procedure within sixty (60) days of receipt of the complaint. However, because the length of investigations may vary due to the complexity and unique factors of each case, the timeframe may be extended for good cause to ensure that the Grievance Procedure is prompt, but also adequate, fair and impartial.

### **Standard of Evidence**

The preponderance of the evidence standard (more likely than not) will be used for investigating and making findings.

### **Retaliation**

Retaliation against any complainant under this Grievance Procedure or against any person who assists a complainant in the pursuit of a complaint under this Grievance Procedure is prohibited.

### **Confidentiality**

The College will keep all complaints and investigations private to the extent possible, and information will be disclosed only on a “need to know” basis. It is the expectation of the College that all individuals involved will also maintain confidentiality and share information only on a “need to know” basis. However, individuals are not restricted from discussing and sharing information related to complaints made by or against them with others who may support or assist them in with the Grievance Procedure.

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\*The right of a person to a prompt and equitable resolution of the complaint submitted hereunder shall not be impaired by the person’s pursuit of other remedies, such as the filing of a Section 504/ADA complaint with the responsible federal agency, the U.S. Department of Education, Office for Civil Rights (“OCR”). OCR can be reached at: U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue SW, Washington, D.C. 20202, Telephone: (202) 245-8300, FAX: (202) 245-8301, TDD: (877) 521-2172, email: [ocrdc@ed.gov](mailto:ocrdc@ed.gov)