

**Kapi'olani Community College
Grievance Procedure under
The Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Kapi'olani Community College. The University of Hawai'i's Community Colleges Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination, such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Deneen Kawamoto, ADA Coordinator for Students
4303 Diamond Head Road, 'Ilima 107, Honolulu Hawai'i 96816
(808)734-9552/ deneenk@hawaii.edu

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or her designee will respond in writing and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Kapi'olani Community College and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Vice Chancellor for Student Affairs (VCSA) or her designee.

Within 15 calendar days after receipt of the appeal, the Vice Chancellor for Student Affairs (VCSA) or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Vice Chancellor for Student Affairs (VCSA) or her designee will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Deneen Kawamoto or her designee appeal to the Vice Chancellor for Student Affairs (VCSA) or her designee, and Kapi'olani Community College will retain responses from these two offices for at least three years.