

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**ADA GRIEVANCE PROCEDURE**

Schoolcraft College is committed to providing reasonable support and accommodations for students and staff with disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as well as state law.

Schoolcraft College supports students/employees in their right to file a grievance when the student/employee believes they have been denied equal access in the form of eligibility, appropriate and reasonable accommodations or auxiliary aids.

Schoolcraft College encourages students/employees to follow the steps outlined in this document should they believe it is necessary to file a complaint.

**DEFINITIONS**

**Complaint**

A complaint, for purposes of this procedure, is an allegation of discrimination based on disability or an allegation of retaliation that stems from the filing of a complaint of discrimination. A complaint may be made by a student, a staff member, faculty member, or by a member of the college community who feels that he or she has been discriminated against in violation of this procedure, or retaliated against for filing a complaint, or participating in an investigation related to this procedure.

Individuals who have complaints regarding Schoolcraft College's compliance with this procedure should file that complaint through the online reporting system, [www.schoolcraft.edu/scaware](http://www.schoolcraft.edu/scaware).

The report will be assigned to an appropriate staff member for follow-up. The report will be reviewed in a fair and impartial manner.

Confidentiality can be requested. Every effort will be made to honor such requests. In some cases, disclosure is necessary in order to address the matter.

**Disability**

A disability is a physical or mental impairment or medical condition that substantially limits a major life activity, or has a history or record of such an impairment or medical condition. Major life activities include, but are not limited to: seeing, hearing, eating, walking, standing, sitting, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and performing manual tasks. Major life activities could also include the operation of major bodily functions such as: the immune system, skin, normal cell growth, bowel, bladder, neurological, circulatory, cardiovascular, endocrine, hemic (blood), lymphatic, and reproductive functions.

## **Essential Requirements/Abilities and Technical Standards**

Schoolcraft College faculty has identified essential requirements/abilities and technical standards critical to the success of students in their programs. Students must demonstrate these essential requirements/abilities to succeed in these programs of study. Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential abilities and technical standards with or without reasonable accommodations. After reviewing the essential requirements/abilities and technical standards for the chosen program of study, it is each student's responsibility to determine whether all associated coursework can be completed either with or without accommodation.

Students will not be considered "otherwise qualified" for the program if:

1. They are not able to demonstrate the essential requirements/abilities.
2. They do not meet the technical standards of their chosen programs with accommodations.
3. Reasonable accommodations do not exist.

## **Essential Job Functions**

Essential job functions are the fundamental and primary duties of an employment position. A job function is essential if removing that function would fundamentally change the job.

## **Marginal or Non-Essential Job Functions**

Those duties essential to the work unit, but not to the position itself. The function must still be accomplished, but if it can be performed by another employee or position; it is a marginal function.

## **Qualified Individual with a Disability**

An individual who, with or without reasonable accommodation, can perform the essential functions of the college course, academic program or employment position that such individual holds or desires.