

**Please complete the following form, print and obtain all required signatures. Return to LHU HR Dept.**

## **Request Form for Accommodation**

*(Americans with Disabilities Act, Section 504 of the Rehabilitation Act) (Title IX Sex Discrimination)*

1. Date Received\_\_\_\_\_
2. Name and address of person making request\_\_\_\_\_
3. Requester is (choose one of the following)  
Faculty    Staff    Student    Job Applicant    Other (*please explain*)
4. Name of person receiving request\_\_\_\_\_
5. Assistance requested or specifics of complaint:
  
6. If you wish, please describe any corrective action you would like to see taken with regard to the possible civil rights violation. Attach an extra page if necessary.
  
7. Person(s) responsible for providing assistance requested:
  
8. If approved, expected date for implementation\_\_\_\_\_
9. Is the solution acceptable? Yes                      No                      \_\_\_\_\_  
*(Signature)*
10. If the answer to question #9 is no, inform the complainant that the matter will be referred to the ADA/504/Title IX Coordinators who will contact him/her with ten (10) calendar days from the date the accommodation offered was rejected.
11. Final disposition of request/complaint:

**COMPLAINT PROCEDURE**  
**FORMAL COMPLAINT PROCEDURE - AMERICANS WITH DISABILITIES ACT OF 1990,**  
**SECTION 504 OF THE REHABILITATION ACT OF 1973, and TITLE IX SEX DISCRIMINATION**

Lock Haven University has adopted the following formal complaint procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the Acts.

Formal complaints should be addressed to:

<p><b>Mr. Bill Hanelly</b> - Employment and Facilities Vice President for Finance &amp; Administration Sullivan Hall, Room 303 570-484-2002</p>
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<p><b>Sharon E. Taylor</b> - Title IX Director of Athletics Thomas Field House, Room 213 570-484-2093</p>
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Mr. William Hanelly has been designated to conduct formal ADA/ Section 504 compliance reviews. Sharon E. Taylor has been designated to conduct formal Title IX compliance reviews.

1. A formal complaint should be filed in writing and contain the name and address of the person filing the complaint, and a brief description of the alleged violation.
2. A formal complaint must be filed within fifteen (15) working days after receiving an unacceptable response to a request for information and/or assistance, or within twenty-five (25) days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of a formal complaint. The investigation shall be conducted by the Offices of the Vice President for Finance and Administration or the Director of Athletics. This procedure requires a thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Office of the Vice President for Finance and Administration and a copy forwarded to the complainant no later than thirty (30) days after its filing, not counting Saturdays, Sundays and Holidays.
5. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution issued by the Vice Presidents. The request for reconsideration must be made in writing to the President of the University within fifteen (15) working days of receipt of the response from the Office of the Vice President for Finance and Administration, the Vice President for Academic Affairs, or the Vice President for Student Affairs. The President will respond in writing within thirty (30) calendar days after receipt of the request for reconsideration.
6. The right of a person to a prompt and equitable resolution of a complaint filed using this procedure shall not be impaired by the person's pursuit of other remedies such as filing of an ADA/ Section 504/Title IX complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested individuals to meet appropriate due process standards and to assure that Lock Haven University complies with the ADA, Section 504, Title IX and the implementing regulations.
8. The Director of the Human Resources Office shall maintain the files and records relating to the complaints filed.