



***Americans with Disabilities Act Standards and Grievance  
Procedure/Section 504***

***Americans with Disabilities Act (ADA)***

All students with verified disabilities must provide to the ADA Coordinator verification of and requested accommodations for their disabilities. This can be done at the time of admissions or at any time during the student's program when a disability is identified. Students who suspect they might have a disability should contact the ADA Coordinator for assistance. ICB will allow for the implementation of reasonable and appropriate accommodations necessary for participation in the institution's programs. Modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability, including non-learning disabilities will be made for students with verified disabilities. ICB is committed to the facilitation of learning for all students. ICB complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and supports the provision of reasonable and appropriate accommodations in order to foster student success.

Requests for accommodations should be made in writing to:

*Kenneth Pyles, ADA/Section 504 Coordinator*

*International College of Broadcasting (ICB)*

*6 S. Smithville Rd*

*Dayton, Oh 45431*

*937.258.8251*

[\*Kenneth.pyles@icb.edu\*](mailto:Kenneth.pyles@icb.edu)

***Grievance Procedure/Section 504 of the Rehabilitation Act of 1973***

ICB has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights at:

*Cleveland Office*



*ADA Standards and Grievance Procedure/Section 504*

*U.S. Department of Education*

*1350 Euclid Avenue*

*Suite 325*

*Cleveland, OH 44115*

*Telephone: (216) 522-4970*

*Facsimile: (216) 522-2573*

*Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)*

**Step 1:** A person who believes that they have been discriminated against by ICB is encouraged, but is not required to discuss the matter informally with Kenneth Pyles, Director of Career/Student Services, in the case of a student or Rachelle Williams, Campus Director, in the case of an employee. If the Director of Career/Student Services or Campus Director is the subject of the complaint, or the grievant is not a student or employee, the grievant may, instead, contact ICB's Section 504 Coordinator, Kenneth Pyles. The person receiving the complaint shall verbally convey their findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

**Step 2:** If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to ICB Sections 504 Coordinator who will investigate the complaint. If the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to Rachelle Williams, Campus Director, who will appoint another administrator to conduct the investigation. The complaint shall be signed by the grievant and include:

1. The grievant's name and contact information;
2. The facts of the incident or action complained about;
3. The date of the incident or action giving rise to the complaint;
4. The type of discrimination alleged to have occurred;
5. The specific relief sought.

Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is proved to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that ICB will take to prevent



*ADA Standards and Grievance Procedure/Section 504*

recurrence of any discrimination/harassment and to correct its discriminatory effects on the grievant and others, if necessary. The Section 504 Coordinator will maintain ICB's files and records relating to the complaint, investigation, and disposition.

**Step 3:** If the grievant wishes to appeal the decision in Step 2 above, they may be able to submit a signed, written appeal to Rachelle Williams within 10 business days after receipt of the written disposition. Rachelle Williams or their designee, shall respond to the complaint, in writing, within 10 business days of the date of appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

ICB hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Grievance procedure. If you have questions regarding these procedures or desire to file a complaint, please contact ICB's ADA/Section 504 Coordinator:

*Kenneth Pyles*

*ADA/Section 504 Coordinator*

*6 S. Smithville Rd*

*Dayton, Oh 45431*

*937.258.8251*

[Kenneth.pyles@icb.edu](mailto:Kenneth.pyles@icb.edu)