

**Resolution Agreement  
Savannah Law School  
OCR Complaint # 04-16-2270**

The U.S. Department of Education (Department), Office for Civil Rights (OCR), initiated the above-referenced investigation of the Savannah Law School (School), pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. § 794, and its implementing regulation, 34 C.F.R. Part 104, which prohibit discrimination on the basis of disability by recipients of Federal financial assistance. This resolution has been entered into voluntarily by the School, and the School voluntarily agrees to take the following actions:

**Grievance Procedures**

1. The School will revise and submit to OCR for its review and approval draft grievance procedures to address discrimination and harassment complaints under Section 504 alleged to have been committed by faculty, staff members, students, or third parties (such as members of the general public or vendors). The School will ensure that these procedures provide for the prompt and equitable resolution of all complaints and will include, at a minimum, the following:
  - (a) Notice to students and employees of the grievance procedures, including where complaints may be filed;
  - (b) Application of the grievance procedures to complaints filed by students or on their behalf alleging discrimination or harassment carried out by employees, other students, or third parties;
  - (c) Provision for adequate, reliable and impartial investigation of complaints, including the opportunity for both the complainant and alleged perpetrator to present witnesses and evidence;
  - (d) Designated and reasonably prompt time frames for the major stages of the complaint process;
  - (e) Written notice to the complainant and alleged perpetrator of the outcome of the complaint; and
  - (f) Assurance that the School will take steps to prevent recurrence of any disability-based discrimination or harassment and remedy the discriminatory effects on the complainant and others, if appropriate.

**REPORTING REQUIREMENT:**

- (1) By **March 15, 2017**, the School will submit to OCR for its review and approval, the revised grievance procedures.
- (2) By **March 30, 2017**, or within 30 days of OCR's approval of the revised procedures, whichever is later, the School will adopt and implement the revised procedures and will provide all faculty, staff and students with written notice regarding the procedures

together with information on how to obtain a copy of the procedures. The School will make this notification through the School's website; electronic mail messages to faculty, staff and students; and employee and student handbooks.

(3) Within 30 calendar days after the implementation of the revised procedures, the School will provide OCR with documentation that it has implemented the revised procedures, including copies of the written notices issued to faculty, staff, and students regarding the procedures and a description of how the notices were distributed; copies of its revised employee and student handbooks; and a link to its webpage where the procedures are located.

**Section 504 Coordinator**

2. The School will designate an employee to serve as its Section 504 Coordinator and publish the identity (or title), the office address and the telephone number for its Section 504 Coordinator in all publications that reference Section 504.

**REPORTING REQUIREMENT:** By **March 30, 2017**, the School will provide OCR with a copy of all of the publication(s), showing that the identity (or title) of the Section 504 Coordinator, and the office address and telephone number.

The School understands that by signing this Agreement, it agrees to provide data and other information in a timely manner to accord with the reporting requirements of this agreement. Further, the School understands that during the monitoring of this Agreement, if necessary, OCR may visit the School, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the School has fulfilled the terms of this Agreement and is in compliance with the regulation implementing Section 504 at 34 C.F.R. §§ 104.44, 104.61, 104.7, and 104.8.

The School understands that OCR will not close the monitoring of this Agreement until OCR determines that the recipient has fulfilled the terms of this Agreement and is in compliance with the regulation implementing Section 504 at 34 C.F.R. §§ 104.44, 104.61, 104.7, and 104.8, which were at issue in this case.

The School understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR shall give the School written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

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**Dean or Designee**

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**Date**