

**RESOLUTION AGREEMENT**  
**Eastern Virginia Career College**  
**OCR Complaint No. 11-21-2118**

Eastern Virginia Career College (the College) agrees to fully implement this Resolution Agreement (the Agreement) to resolve the allegations investigated in Office for Civil Rights (OCR) Complaint No. 11-21-2118. This Agreement does not constitute an admission by the College of a violation of Section 504 of the Rehabilitation Act of 1973 (Section 504) or any other law enforced by OCR.

**Action Item 1: Notice of the College's Section 504 Coordinator**

- A. By October 1, 2021, the College will provide OCR with a draft notice/statement of non-discrimination, which will provide notice of the College's Section 504 Coordinator, as required by the regulation implementing Section 504, at 34 C.F.R. §104.8(a), and state where the notice will be published (e.g., online materials, student and employee handbooks, etc.).
- B. Subsequent to OCR's review and approval of the draft notice, the College will provide OCR with website links to or other documentation demonstrating that the notice has been published.

**Reporting Requirements:**

- 1. By October 1, 2021, the College will submit to OCR, for OCR's review and approval, a copy of the draft notice/statement of non-discrimination.
- 2. Within 60 days of OCR's approval of the draft notice, the College will submit to OCR documentation that the notice has been published.

**Action Item 2: Section 504 Grievance Procedures**

- A. By October 1, 2021, the College will draft grievance procedures that provide for the prompt and equitable resolution of complaints of disability discrimination, as required by the regulation implementing Section 504, at 34 C.F.R. §104.7(b). The grievance procedures should provide adequate notice of the College's designated Section 504 Coordinator, as described above in Action Item 1, and as required by the regulation implementing Section 504, at 34 C.F.R. §104.8(a).
- B. Subsequent to OCR's review and approval of the draft grievance procedures, the College will adopt those procedures and will provide training, which OCR will also review and approve, to all relevant employees who are responsible for implementing the new grievance procedures, including but not limited to the College's Section 504 Coordinator.

Reporting Requirements:

1. By October 1, 2021, the College will submit to OCR, for OCR’s review and approval, a copy of the draft Section 504 grievance procedures.
2. Within 60 days of OCR’s approval of the draft grievance procedures, the College will submit to OCR documentation that the grievance procedures have been adopted.
3. Within 60 days of OCR’s approval of the draft grievance procedures, the College will submit to OCR, for OCR’s review and approval, a copy of proposed training materials and the name(s), position title(s), and qualifications of the individual(s) who will conduct the training.
4. Within 60 days of receiving OCR’s approval of the training materials, the College will conduct the training and provide verification to OCR, including: (a) the name of the individual(s) who conducted the training; (b) the date(s) of the training session(s); (c) all training materials; and (d) a sign-in sheet with the names, signatures, and position titles of the College personnel who participated in each training session.

The College understands that by signing this Agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the Agreement. Further, the College understands that during the monitoring of this Agreement, if necessary, OCR may visit the College, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the College has fulfilled the terms and obligations of this Agreement. Upon the College’s satisfaction of the terms and obligations of this Agreement, OCR will close this complaint.

The College understands and acknowledges that OCR may initiate proceedings to enforce the specific terms and obligations of this Agreement and/or the applicable statutes and regulations. Before initiating such proceedings, OCR will give the College written notice of the alleged breach and 60 calendar days to cure the alleged breach.

By: \_\_\_\_\_ /s/ Date: 8/19/2021  
A. Christine Carroll  
Member, Board of Managers  
Eastern Virginia Career College