

**RESOLUTION AGREEMENT**  
**Greenville Technical College**  
**OCR Case No. 11-22-2225**

Greenville Technical College (the College) agrees to fully implement this Resolution Agreement to resolve the allegation investigated in Office for Civil Rights (OCR) Case No. 11-22-2225. This Agreement does not constitute an admission by the College of a violation of Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (Title II), or any other law enforced by OCR.

**Action Item 1**

The College will revise Policy 3-04 Service Animals and its Student Disability Services (SDS) Service Animal Accommodations Brochure, consistent with the requirements 34 C.F.R. § 104.44 and 28 C.F.R. § 35.136, and the Department of Justice's ADA service animal guidance, available at [http://www.ada.gov/service\\_animals\\_2010.htm](http://www.ada.gov/service_animals_2010.htm) and [https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html).

**Reporting Requirements:**

- a. By January 31, 2023, the College will submit to OCR a draft copy of the revised Policy 3-04 Service Animals (the Policy) and its Student Disability Services (SDS) Service Animal Accommodations brochure (the Brochure) for OCR's review and approval.
- b. Within 30 calendar days of OCR's approval of the revised Policy, the College will make the revised Policy and Brochure available on its website, and send a link to the updated Policy and Brochure to the Disability Services Office staff, College faculty, and students.
- c. Within 14 calendar days of said circulation, the College will provide OCR with proof of its compliance with Action Item 1, reporting requirement (b).

**Action Item 2**

The College will provide training to its Student Disability Services Office employees regarding the requirements of the revised Policy.

**Reporting Requirements:**

- a. Within 45 calendar days of OCR's approval of the revised Policy, the College will provide documentation to OCR sufficient to show that all relevant employees have been adequately trained regarding the revised Policy, including: (i) the name of the individual(s) who conducted the training; (ii) the date(s) of the training session(s); (iii) a copy of all training materials; and (iv) a sign-in sheet with the names, signatures, and position titles of the College personnel who participated in the training session.

### **Action Item 3**

By December 9, 2022, the College will issue a letter to the Complainant informing her of the College's revised Policy and Brochure and provide assurance that if the Complainant chooses to attend public events on campus in the future, the College will evaluate her service animal accommodation request in accordance with the updated Policy.

#### **Reporting Requirement:**

- a. By December 16, 2022, the College will provide OCR with a copy of the letter discussed in Action Item 3, and evidence showing the method of delivery to the Complainant.

By signing this Agreement, the College agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the Agreement. 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 of this Agreement.

The College understands that OCR will not close the monitoring of this Agreement until such time as OCR determines that the College is in compliance with the terms of the Agreement and with Section 504 and its implementing regulation at 34 C.F.R. Part 104 and Title II and its implementing regulation at 28 C.F.R. Part 35.

The College understands that OCR may initiate administrative enforcement proceedings or refer the case to the Department of Justice for judicial proceedings to enforce the specific terms of this Agreement and the applicable statute(s) and regulation(s). Before initiating such proceedings, OCR will give the College written notice of the alleged breach and 60 calendar days to cure the alleged breach.

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College President or Designee  
Greenville Technical College

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Date