

ADA/SECTION 504 POLICIES AND PROCEDURES

In compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA; as amended 2008) and Section 504 of the Rehabilitation Act of 1973 (Section 504), Gnomon does not discriminate on the basis of disability in administration of its education-related programs and activities.

To file complaint or for more information regarding the school's compliance with these regulations should contact Gnomon's acting Title IX Representative:

studentaffairs@gnomon.edu

323.466.6663, Ext. 135

1015 N. Cahuenga Blvd.

Los Angeles, CA 90038.

GRIEVANCE PROCEDURE

Any student who believes he or she has been subjected to discrimination based on their disability may file grievances under this procedure.

INFORMAL PROCESS

Students (Complainants) are encouraged to attempt an informal resolution and first discuss the matter orally or in writing with the individual(s) most directly responsible. If direct contact is inappropriate under the circumstances, or if no resolution results, the complainant should then consult with the acting Title IX Representative. The Representative will then attempt an informal resolution and will communicate with the student as needed during this process. If the Representative is unable to assist in informally resolving the grievance, the complainant will be referred to the formal grievance process. Complainants have the right to submit a formal grievance at any time.

FORMAL GRIEVANCE

A formal grievance of discrimination based on disability must be filed with the acting Title IX Representative as soon as possible and within 180 calendar days of the date of the alleged discrimination. A grievance must be in writing, containing: the name and contact information of the person filing it; the problem or action alleged to be discriminatory; what efforts have been made to resolve the issue informally; and state the remedy requested.

If the date of the alleged discrimination exceeds the 180-day limitation, a waiver of the filing requirement may be requested. A request will include an explanation for the delay in addition to the requirements of a formal grievance.

A grade dispute involving a claim of harassment or discrimination on the basis of disability, will follow this grievance procedure, not the Grade Appeal Policy as noted in the Student Catalog. A grievance regarding a grade shall be filed as soon as possible, but no later than thirty (30) calendar days from issuance of the grade.

A grievance form is available at: <https://www.gnomon.edu/disclosures-policies>. The grievance can be filed by email: studentaffairs@gnomon.edu or mailed and addressed to: acting Title IX Representative, 1015 N. Cahuenga Blvd., Los Angeles, CA 90038.

INVESTIGATION PROCESS

- The designated investigator will make a prompt, applicable and thorough investigation of the complaint; affording all interested persons an opportunity to submit evidence relevant to the complaint.
- The acting Title IX Representative will maintain the files and records relating to the complaints filed.
- Proceedings and issuance of findings are generally completed within thirty (30) calendar days from the date the written grievance report was accepted. Occasionally more time may be needed to complete an investigation and associated processes. If additional time is necessary, the complainant and other appropriate parties will be notified in writing.
- Either party involved is allowed an (1) appeal of the findings of the investigation. An appeal must be made within five (5) working days of receipt of the findings. The appeal will utilize Non-Academic Appeal process and guidelines. Instructions for a Non- Academic Appeal are found at: <https://www.gnomon.edu/disclosures-policies>. Failure to appeal within the specified time period will make the original decision final and conclusive.
- Confidentiality and privacy will be maintained to the extent possible consistent with the school's legal obligation to investigate and respond.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the US Department of Education, Office for Civil Rights at any time, before, during or after Gnomon's grievance resolution process.

Information on filing a complaint may be found at:

<http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>.

Requirements of Section 504 of the Rehabilitation Act of 1973 Law and Regulations may be found at:

<http://www2.ed.gov/about/offices/list/ocr/504faq.html>.