

## **ADA GRIEVANCE PROCEDURE**

University of Florida

The University of Florida has adopted an internal grievance (Title II §35.107) procedure for prompt and equitable resolution of complaints alleging any actions prohibited by the U.S. Department of Justice regulations implementing Title II (public, state and local government) of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

All ADA complaints, excluding those filed against the ADA Coordinator, should be addressed to:

Kenneth J. Osfield, Ed. D.  
ADA Coordinator  
Americans with Disabilities Act Office  
916 Newell Drive  
Gainesville, FL 32611  
(352) 392-1591 (V), 711 (TDD/TTY)

All ADA complaints filed against the ADA Coordinator should be addressed to:

Institutional Equity and Diversity Office  
UF Human Resources  
903 West University Ave  
Gainesville, FL 32611  
(352) 392-2477 (V)  
or call through the Florida Relay Service 711 (TDD/TTY)

1. All complaints should be filed in writing, contain the name and address of the person(s) filing it and briefly describe the alleged violation.
2. A complaint should be filed within 180 days (Title II §35.170) after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination, which took place before this grievance procedure was in effect will be considered on a case-by-case basis.)
3. An investigation, as may be appropriate, shall follow the filing of the complaint. The investigation shall be conducted by either the ADA Coordinator or the Institutional Equity and Diversity Office, depending upon the nature of the grievance. These rules anticipate informal but thorough investigations, affording all interested persons and their representatives an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution shall be issued by either the ADA Coordinator or Institutional Equity and Diversity Office, and a copy will be forwarded to the complainant no later than fifteen (15) working days after its filing.
5. The ADA Coordinator shall maintain the files and records of the University of Florida, relating to complaints filed.

## ADA GRIEVANCE FORM

Name:	_____
Address:	_____
	_____
	_____
Phone:	_____

Please provide a complete description of your grievance.

Complaint:	
_____	
Please attach additional pages as needed.	

**This form can be submitted as an email attachment with the steps below.** The form will go to the ADA Coordinator, University of Florida, 916 Newell Drive, for all ADA grievances.

1. In the upper left-hand corner of the Internet Explorer browser window  
Click on File, then Save As on a local drive to keep a copy  
Click on File, then Send Page by Email
2. In the newly opened email window,  
Type [osfield@ufl.edu](mailto:osfield@ufl.edu) in the TO field  
Click Send

\*For all ADA Coordinator grievances, return this form to the Institutional Equity and Diversity Office, Human Resources, 903 West University Ave, Gainesville, FL 32611.

Upon request, for persons with disabilities, assistance will be provided in completing this form. Contact the Americans with Disabilities Act Office, 916 Newell Drive, (352) 392-1591 (V), 711 (TDD/TTY).