**Section 475.50 Appeal Process**

This Section applies to any persons except committed persons.

a) If the grievance is not resolved to the satisfaction of the grievant, the grievant may appeal the ADA Coordinator's decision to the Director. Failure to appeal in a timely manner shall be construed to mean the grievant has withdrawn the grievance or has accepted the ADA Coordinator's response.

b) Appeals shall be submitted in writing, within 15 working days after the date of the ADA Coordinator's response, to:

 Director

 Illinois Department of Corrections

 1301 Concordia Court

 P.O. Box 19277

 Springfield, Illinois 62794-9277

 Attention: ADA Appeal

c) Written appeals shall include:

1) A brief statement explaining the reasons for dissatisfaction with the ADA Coordinator's response;

2) A statement indicating whether or not the grievant wishes to appear before the person or persons appointed by the Director;

3) A copy of the grievance form and the ADA Coordinator's response; and

4) Any other supporting materials.

d) The Director shall appoint a person or persons to review the appeal.

e) The appointed person or persons shall review the grievance form and the ADA Coordinator's written response; shall consider any additional material submitted by the grievant; and may conduct interviews and seek advice as deemed appropriate.

f) The grievant may be afforded the opportunity to appear before the appointed person or persons if so requested in the written appeal.

g) The appointed person or persons shall make recommendations to the Director in writing.

h) The Director shall approve, disapprove, or modify the recommendations. The Director's written decision shall be sent to the grievant and to the ADA Coordinator. The Director's decision shall be final.