**Section 700.201 General Procedures**

a) Submission. Complainants shall submit Grievances in accordance with the procedures established in Section 700.202 and 700.203 of this Part, in the form and manner described and within specified time limits. The time limits for this Grievance Procedure shall be measured in calendar days, unless otherwise explicitly stated, and may be extended by mutual agreement in writing by the Complainant and the reviewer at the Designated Coordinator and the Final Levels.

b) A Complainant's failure to submit a Grievance, or to submit or appeal it to the next level of procedure, within the specified time limits, shall mean that the Complainant has withdrawn the Grievance or has accepted the last response given in the Grievance Procedure as the Authority's final response.

c) The Authority shall, upon being informed of an individual's desire to file a Grievance, instruct the individual how to receive a copy of this Grievance Procedure and the Grievance Form.