**Section 825.30 Grievances**

1. The Department will endeavor to respond to and resolve grievances without the need to resort to the formal grievance procedure established by this Part. However, grievances must be submitted within 180 calendar days after the alleged discrimination and in accordance with procedures established in Sections 825.40, 825.50, and 825.60 of this Part.
2. The Department shall, upon being informed of an individual's request for a form or desire to file a formal grievance, instruct the individual how to receive a copy of this procedure and the Grievance Form.
3. It is mutually desirable and beneficial that grievances be satisfactorily resolved in a prompt manner. Time limits established in this procedure are in calendar days, unless otherwise stated, and may be extended by mutual agreement, in writing, by the complainant and the reviewer, at the ADA Coordinator's and/or the Final Review described in Sections 825.50 and 825.60 of this Part.
4. A complainant's failure to submit a Grievance Form, or to submit or appeal it to the next level of review within the specified time limits, shall mean that the complainant has withdrawn the grievance or has accepted the Department's last response as given in the grievance procedure.
5. A complainant must exhaust the remedies provided under this Part as a prerequisite for filing any action before a court or other administrative body.