**Section 1150.30 Procedure**

a) Grievances must be submitted in accordance with procedures established in Sections 1150.40 and 1150.50 of this Part. 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 and/or the Final Reviews described in Sections 1150.40 and 1150.50.

b) 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submit or appeal it to the next level of review within the specified time limits, shall mean that the Complainant has withdrawn the grievance or has accepted the Department's last response as given in the grievance procedure.

c) A Complainant must exhaust the remedies provided under this Part as a prerequisite for filing any action before a court or other administrative body.

d) The Department shall, upon being informed of an individual's desire to file a formal grievance, instruct the individual how to receive a copy of this procedure and the Grievance Form.