**Section 1750.50 Grievance − ADA Committee Level**

a) If the request for reasonable accommodation is not resolved to the satisfaction of the complainant, the complainant may submit a grievance to the ADA Committee within 15 days after receipt by the complainant of the ADA Coordinator's determination.

b) The complainant shall submit a statement explaining the basis of the grievance and attach copies of any documents supporting the appeal.

c) Within 30 days after the Committee's receipt of the complainant's submission, the ADA Committee may request that the complainant either appear in person or by a designated representative, or respond to pertinent questions in writing. The Committee shall review and base its decision on the statements of the complainant, written materials submitted by the complainant, and the ADA Coordinator's response, and may conduct interviews and seek additional information, evidence and/or advice, as it deems appropriate.

d) The ADA Committee shall approve, disapprove, or modify the recommendation of the ADA Coordinator and shall render a written decision within 30 days after meeting to decide the matter. The Committee shall state the reasons for its decision and shall serve by certified mail a copy upon the complainant and the ADA Coordinator. The ADA Coordinator shall be responsible for notifying the complainant of the decision of the ADA Committee.

e) The grievance, the ADA Coordinator's response, the complainant's statement of reasons for dissatisfaction and the decision of the Committee shall be maintained in accordance with the State Records Act [5 ILCS 160] or as otherwise required by law.