

## **VOLUNTARY RESOLUTION AGREEMENT**

### **I. INTRODUCTION**

Reed College (the College) enters into this agreement to resolve the allegations in three complaints (Reference Nos. 10162101, 10162102, and 10162103) filed with the U.S. Department of Education, Office for Civil Rights (OCR), under Section 504 of the Rehabilitation Act of 1973 (Section 504).

### **II. GENERAL PROVISIONS**

- A. This agreement resolves the allegations in OCR Reference Nos. 10162101, 10162102, and 10162103 and does not constitute an admission by the College of any violation of Section 504 or any other law.
- B. OCR agrees to discontinue its investigation of OCR Reference Nos. 10162101, 10162102, and 10162103 based upon the College's commitment to take the actions specified in this agreement which, when fully implemented, will resolve the allegations in these cases.
- C. The College understands and acknowledges that, if it does not fully implement this agreement, OCR will take appropriate measures within its authority to effect compliance and that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this agreement, OCR shall give the College written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.
- D. The College understands that by signing this agreement, it agrees to provide OCR data and other information in a timely manner. Further, the College understands that during the monitoring of this agreement, OCR may visit the College's campus interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the College has fulfilled the terms of this agreement and is in compliance with the regulation implementing Section 504, at 34 C.F.R. 104.4, 104.7(b), and 104.43, which were at issue in these cases.
- E. The College understands that OCR will not close the monitoring of this agreement until OCR determines that the College has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Section 504 at 34 C.F.R. 104.4, 104.7(b), and 104.43.

### III. RESOLUTION AND REPORTING PROVISIONS

#### A. Policies and Procedures

1. By November 1, 2016, the College will review, and if necessary, revise its housing and/or disability policies, procedures, and/or practices to ensure that students who require on-campus housing due to their disabilities are provided appropriate housing to afford them equal opportunity to participate in the College's programs. The policies, procedures, and/or practices must ensure that students with disabilities who seek on-campus housing as a modification due to their disability-related needs have an opportunity to engage in an interactive process with College staff to determine if on-campus housing is necessary to provide a student with equal opportunity to participate in the College's programs.

**Reporting Step 1:** By November 1, 2016, the College will provide OCR a copy of its draft revised housing and/or disability policies and procedures, which it developed pursuant to sections III.A.1 of the agreement, for OCR's review and approval. If OCR determines that the policies and procedures require further revision, OCR will notify the College of the reasons for further revision and the College will provide OCR with another draft policies and procedures for OCR's review within 30 days of receiving OCR's notice. OCR and the College will continue this procedure until OCR approves the policies and procedures.

**Reporting Step 2:** Within 30 days of receiving OCR's approval of the revised housing and/or disability policies and procedures submitted pursuant to sections III.A.1 of the agreement, the College will provide OCR with documentation to substantiate that it has adopted the OCR-approved policies and procedures.

2. By November 1, 2016, the College will review, and if necessary, revise its disability grievance procedure to ensure that it provides complainants with a prompt and effective grievance process. The disability grievance procedure must provide for, at a minimum, appropriate notice of the grievance procedure, including where complaints may be filed; adequate, reliable, and impartial investigation of complaints, including the opportunity for parties to present witnesses and other evidence; designated and reasonably

prompt time frames; and written notice to parties of the outcome of the complaint.

**Reporting Step 1:** By November 1, 2016, the College will provide OCR a copy of its draft revised disability grievance procedure, which it developed pursuant to section III.A.2 of the agreement, for OCR's review and approval. If OCR determines that the disability grievance procedure requires further revision, OCR will notify the College of the reasons for further revision and the College will provide OCR with another draft procedure for OCR's review within 30 days of receiving OCR's notice. OCR and the College will continue this procedure until OCR approves the disability grievance procedure.

**Reporting Step 2:** Within 30 days of receiving OCR's approval of the revised disability grievance procedure submitted pursuant to sections III.A.2 of the agreement, the College will provide OCR with documentation to substantiate that it has adopted the OCR-approved disability grievance procedure.

B. Training and Notice

1. Within 30 days of receiving OCR's approval of the College's housing and/or disability policies and procedures described in Section III.A.1 of this agreement, the College will provide training to all Disability Support Services and Residence Life staff regarding the College's revised housing and/or disability policies and procedures.

**Reporting Step:** The College will provide OCR a report on the trainings it provided pursuant to section III.B.1 of the agreement within 30 days after the completion of those trainings. The report will include: the date(s) of the training(s); a copy of the training agenda(s) and any training materials; the name and title of the presenter(s); and the names and titles of the individuals who attended the training(s).

2. Within 30 days of receiving OCR's approval of the College's disability grievance procedure described in Section III.A.2 of this agreement, the College will provide training to all staff involved in

the implementation of the College's disability grievance procedure regarding the College's revised disability grievance procedure.

**Reporting Step:** The College will provide OCR a report on the trainings it provided pursuant to section III.B.2 of the agreement within 30 days after completion of those trainings. The report will include: the date(s) of the training(s); a copy of the training agenda(s) and any training materials; the name and title of the presenter(s); and the names and titles of the individuals who attended the training(s).

3. Within 30 days of receiving OCR's approval of the College's policies and procedures described in Section III.A.1 of this agreement, the College will provide written notice by mail or email of the College's revised policies and procedures to all staff and students.

**Reporting Step:** The College will provide to OCR a copy of the notice and a description of the methods used to distribute the notice to staff and students pursuant to section III.B.3 within 30 days after the notice is distributed.

4. Within 30 days of receiving OCR's approval of the College's policies and procedures described in Section III.B.2 of this agreement, the College will provide written notice by mail or email of the College's revised policies and procedures to all staff and students.

**Reporting Step:** The College will provide to OCR a copy of the notice and a description of the methods used to distribute the notice to staff and students pursuant to section III.B.4 within 30 days after the notice is distributed.

Signed:

\_\_\_\_\_/s/\_\_\_\_\_  
Lorraine Arvin  
Vice President and Treasurer  
Reed College

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September 14, 2016  
Date