AIA Policy and Procedure Related to Disability Discrimination (Section 504 and Americans with Disabilities Act)

It is the policy of the AIA not to discriminate based on disability in admission to, access to, or operation of its programs, services and activities. Persons with a disability may request reasonable accommodation(s) or modification(s) by making a written request to the AIA Compliance Officer (Compliance Officer) named below. Requests should be made as early as possible to allow adequate time to consider and arrange for any accommodation or modification. An individualized inquiry will be made to determine whether a specific accommodation or modification for a particular person's disability is reasonable under the circumstances as well as necessary for that person and does not fundamentally alter the nature of the service, program or activity. The Compliance Officer will consult with and obtain input from the requestor's school/district regarding the reasonableness of the accommodation or modification request. A written response to the request will be provided by the Compliance Officer within ten (10) business days, with a copy of that written response provided to the relevant school/district. Questions, concerns, complaints or requests for additional information should be directed to the Compliance Officer.

The designated Compliance Officer, and contact information, is:

Erin Coy, Chief Logistics and Operations Officer
7007 N. 18th St. Phoenix, AZ 85020 (602-385-3811)
Email: ecoy@aiaonline.org

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under the following procedure. It is against the law for AIA to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure: Grievances must be submitted to the Compliance Officer within thirty (30) days from the date the person filing the grievance becomes aware of the alleged discriminatory action;

A grievance must be in writing, containing the name and address of the person filing it, and must state with specificity the problem or action alleged to be discriminatory and the remedy or relief sought;

The Compliance Officer shall conduct an investigation of the grievance. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the grievance;

The Compliance Officer will issue a written decision after completion of the investigation, within thirty (30) days from the receipt of the grievance, unless extenuating circumstances require additional time, and in such case the Compliance Officer will communicate with the complainant concerning the need and reasons for an extension. The written decision will be provided to the complainant and relevant member school/district;

The person filing the grievance may appeal the decision of the Compliance Officer by writing Jim Dean, AIA Executive Director, 7007 N. 18th St, Phoenix, AZ 85020 (email: jdean@aiaonline.org) , within twenty (20) days from the date of the decision of the Compliance Officer. The Executive Director shall issue a written decision in response to the appeal within thirty (30) days from the date of receipt of the appeal. The written decision will be provided to the complainant and relevant member school/district.

The above policy and procedure is posted on AIA's website, aiaonline.org, including the identification of and contact information for the Compliance Officer.