

CHAPTER:	Discrimination	DATE ADOPTED: July 11, 2006	NUMBER
STUDENTS		Revised: November 13, 2012	414
Reviewed:		August 11, 2020 June 8, 2021 July 12, 2022	
SYNOPSIS:			
1	Student Discrimination Complaint Process		
2	Informal Complaint process		
3	Formal Complaint Process		
4	Minimum Standards		
5	Confidentiality		
1	<p>It is the policy of Iowa Central Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), Age Discrimination Act of 1975 (34 CFR Part 110), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).</p> <p>If you have questions or complaints related to compliance with this policy, please contact Stacy Ihrig, Vice President of Human Resources, One Triton Circle, Fort Dodge, Iowa, 50501, Telephone: (515)-574-1138, Email: concerns@iowacentral.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.</p> <p>Student Discrimination Complaint Process: If the student’s concern is one of perceived as discrimination on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices the student may use the informal or formal complaint procedure described below:</p> <p>Individuals may login to Triton Pass and click on “Concern Form” to report any concern they have.</p>		
2	<p>Informal Complaint Procedures:</p> <p>a. An informal complaint regarding perceived discrimination, abuse, and/or harassment may be presented by the student to the Vice President of Instruction or their designee. This informal discussion shall occur within 14 calendar days after the concern causing the student to believe discrimination has occurred or within 14 calendar days after he/they has discovered the concern, provided the discovery is within six months of the occurrence. At this informal discussion, the student and the Vice President of Instruction may each request the presence of the College EEO Officer.</p> <p>b. Within three calendar days of receipt of the student’s informal complaint, the Vice President of Instruction and/or their designee shall investigate the complaint in accordance with Iowa Central policy and take corrective action as warranted.</p>		
3	<p>Formal Complaint Procedures:</p> <p>a. A formal (written) complaint regarding perceived discrimination, abuse, and/or harassment may be presented by the student to the College’s EEO Officer. The student’s written complaint must be delivered to the EEO Officer’s office within 30 calendar days following the occurrence of the concern which causes the student to believe discrimination, abuse, and/or harassment has occurred, or within</p>		

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	<p>30 calendar days after they discovered the concern. The written complaint should contain the date of occurrence of the concern, location, party or parties involved, names of witnesses, and the facts forming the basis of the complaint.</p> <p>b. The student will have an interview with the EEO Officer to discuss the complaint. The EEO Officer shall advise the student as appropriate of the following rights:</p> <p>(1) The student may, at any time within the complaint procedure, but within 90 days of the occurrence of the concern, file a complaint with the Human Rights Commission in Fort Dodge;</p> <p>(2) The student may file a complaint with the Iowa Civil Rights Commission in Des Moines within 180 days of the occurrence of the concern, and with the U.S. Equal Employment Opportunity Commission in Kansas City within 360 days of said occurrence; and</p> <p>(3) The student may file a complaint with any other appropriate agency(ies).</p> <p>c. The EEO Officer, within 21 calendar days after the first meeting with the student and review of the written complaint, shall conduct a complete investigation into the complaint. The EEO Officer may conduct an investigation personally or through the use of a qualified fact-finder selected from a list of College employees trained by the EEO Officer or an appropriate agency for this purpose. This inquiry will include a thorough and documented review of the circumstances under which the alleged complaint occurred. The inquirer shall be permitted access to relevant data and to all individuals identified by the student as having knowledge of the alleged complaint and all individuals who may be identified by the instructor to be interviewed.</p> <p>d. The EEO Officer will contact the student within 10 calendar days after the completion of the investigation and provide to the student a written finding of the investigation. The EEO officer will thereafter recommend to the appropriate College official corrective action as warranted.</p> <p>e. If the complaint is not resolved to the student's satisfaction, the student may, within 10 calendar days of receipt of the EEO officer's findings, request, in writing, that the College's President review the complaint. The President will review the complaint and take such action as they deem appropriate including, but not limited to, the recommendation of action to the Board of Directors.</p>		
4	<p>Minimum Standards: These procedures will be regarded as minimum standards for furnishing any person an opportunity to be heard on complaints regarding suspected acts of discrimination, abuse, and/or harassment.</p>		
5	<p>Confidentiality: At every level of the informal or formal complaint procedure, the College personnel involved in the investigation and attempted resolution of the complaint, recognize and respect the student's need for confidentiality as to these type of concerns and will honor a student's request for confidentiality to the extent permissible recognizing also the rights of the person whose conduct is the subject of the complaint. The student may withdraw their complaint at any time during the informal or formal complaint procedures.</p>		