

CHAPTER:		DATE ADOPTED	NUMBER
<b>STUDENTS</b>	<b>Discrimination</b>	July 11, 2006 Revised November 13, 2012	414
<b>SYNOPSIS:</b>			
1	Student Discrimination Complaint Process		
2	Informal Complaint process		
3	Formal Complaint Process		
4	Minimum Standards		
5	Confidentiality		
1	Student Discrimination Complaint Process: If the student's concern is one of perceived discrimination, abuse, and/or harassment based on race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service, the student may use the informal or formal complaint procedure described below:		
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 his/her designate. 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/she 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 his/her designate 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 30 calendar days after he/she 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</p>		

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	<p>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 he/she deems 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, Iowa Central 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 his/her complaint at any time during the informal or formal complaint procedures.</p>		