

Non-Discrimination Policy



Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, religion, age, color, national origin, and disability in admissions, educational programs or activities, and employment. The final responsibility for ensuring equal opportunity rests with the Board of Trustees and the President for the College. The responsibility for implementation of policy is assigned to the Affirmative Action Officer. It is the responsibility of the Affirmative Action Officer (Vice President for Student Affairs) to provide leadership that is necessary for attainment of the goals and objectives of the program.

Non-discrimination complaints by an employee should be addressed to the employee's supervisor, the appropriate vice president, or the compliance coordinator. Non-discrimination complaints by a student should be addressed to the appropriate vice president or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the appropriate vice president or the compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

- A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
- A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the President, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the compliance coordinator. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.
- Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.
- The complainant may appeal the resolution of the complaint to the President or to the Board of Trustees if the complaint was against the President. The request to appeal the resolution shall be made within 10 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 10 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies