

GRIEVANCE PROCEDURES

Policy 2.61

FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
 SECTION 504 OF THE REHABILITATION ACT OF 1973
 AGE DISCRIMINATION ACT OF 1975
 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

Section I

Any person believing that Glen Oaks Community College or any part of the organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Ms. Candy Bohacz
 Civil Rights Coordinator
 62249 Shimmel Rd
 Centreville, MI 49032
 (269) 467-9945

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the decision of the Civil Rights Coordinator may submit a signed statement of appeal to the President of the College within five (5) business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Anyone at any time may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at (216)522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the College's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

Adopted by Board of Trustees February 20, 2008, revised June 11, 2014.

GLEN OAKS COMMUNITY COLLEGE - COMPLAINT FORM FOR GRIEVANCE PROCEDURES

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
 TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
 SECTION 504 OF THE REHABILITATION ACT OF 1973
 AGE DISCRIMINATION ACT OF 1975
 TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990

Name: _____ Date _____

Address: _____

Status of person filing complaint: Student _____ Employee _____

Statement of Complaint:

Include type of discrimination charged and the specific incidents in which it occurred. Attach additional pages as needed.

 _____ Signature of
 Complainant Date Complaint
 Filed

 _____ Signature of Civil Rights Coordinator
 Date Complaint Received

Submit all copies to the Civil Rights Coordinator. The person receiving the complaint will sign receipt and date the complaint. One copy will be returned to the complainant and one copy will be retained by the Civil Rights Coordinator.

Adopted by Board of Trustees February 20, 2008, reviewed June 11, 2014.