

Harassment and Discrimination Grievance Procedure

The following is a summary of the Harassment and Discrimination Grievance Procedure. The full policy is in the student handbook, *The Eagle* (.pdf).

This procedure is available for any student who believes that he or she has been harassed or discriminated against by any member of the College community. Allegations of sexual misconduct, including harassment and discrimination on the basis of sex, gender identity or expression, and sexual orientation, are addressed in a separate policy (see above).

Students are encouraged, but not required, to discuss their concerns directly with the person or persons involved, either in person or in writing. If a student is uncomfortable directly discussing the concern with the involved individual(s) or, after discussing it, believes that the concern is not adequately resolved, the student may utilize a more formal process.

A student may submit a formal grievance by written notification to the director of student conduct, if the act or omission giving rise to the grievance relates to conduct by a student(s), or the director of human resources if the act or omission giving rise to the grievance relates to conduct by a college employee(s). Once notified, the director of student conduct or the director of human resources, as the case may be, will seek to help the student resolve the complaint informally, if possible.

If an informal resolution is not accomplished, and the complaint relates to conduct by another student, the grievance will be resolved pursuant to the College's existing student disciplinary procedures, including any appeal process provided in those procedures.

If the complaint relates to conduct by an employee of the College, the director of human resources or designee will investigate the complaint and determine an appropriate resolution within a reasonable timeframe. The resolution will be communicated to the student who asserted the grievance and the person whose alleged conduct gave rise to the complaint. Disciplinary action imposed under this policy may include a requirement not to repeat or continue the offending conduct, separation of the parties, attendance at relevant education programs, reprimand, reassignment, denial of pay increase, demotion, suspension, or termination of employment with the College. The decision of the director of human resources or designee is final and there is no appeal from the decision.

While all complaints are handled discreetly, the student bringing a complaint should understand that the College cannot guarantee confidentiality in the investigative and resolution process.