

STUDENT COMPLAINTS

COMPLAINTS ABOUT DISCRIMINATION OR DISCRIMINATORY HARASSMENT:

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the college compliance coordinator. Complaints by a student should be addressed to the compliance coordinator. Any college employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint. If the compliance coordinator is the alleged harasser, the complaint shall be reported to the college president. Complaints by any other person alleging discrimination should be addressed to the compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures.

COMPLAINT PROCEDURES:

A. A formal 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. If an employee becomes aware of a possible violation of this policy, they are expected to initiate a complaint even if the individual(s) involved do not want to initiate a complaint. Forms for filing written complaints are available in each department office and the compliance coordinator's office.

B. A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

C. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the college president, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All involved persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

D. 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.

E. If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy will be followed.

F. If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

G. Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the compliance coordinator.

H. The complainant may appeal the determination of the complaint. Appeals shall be heard by the compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by

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Beloit Campus

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the investigator and 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 30 days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

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