

## Board Policies

### STUDENT AFFAIRS

#### 470.00 Equal Opportunity

All duly enrolled students at Cowley County Community College shall be eligible for admission to any course or courses, or for participation in any College sponsored activity, for which they are otherwise qualified, without regard to race, creed, sex, religion, or national origin, unless such course or activity is specifically exempted by Title IX of the Educational Amendments of 1972 or other Federal or State Laws.

Any person who feels that he/she has been discriminated against by College policies or personnel may seek relief through the following procedures, and no others:

1. The aggrieved party must first present his/her complaint in writing, to the individual being charged with discrimination within five (5) days of the alleged occurrence stating the substance and date of the alleged occurrence. A copy of the complaint must be forwarded to the Affirmative Action Officer.\*
2. In the event that the complaint persists, after having made reasonable effort to resolve it with the responsible individual, the aggrieved party may file a written appeal with the Affirmative Action Officer. To be considered by the Affirmative Action Officer, such an appeal must be filed within fourteen days of the alleged occurrence.
3. Within five (5) days after receipt of a written appeal, the Affirmative Action Officer will schedule a conference with the parties to the complaint. It is required that a "good faith" effort be made to resolve the complaint at this meeting. Said Affirmative Action Officer must, within five (5) days from the date of this meeting, provide both parties with written decision concerning the complaint.
4. If the grievance is not resolved in the conference convened for this purpose, the aggrieved party may, within five (5) days, file a written appeal with the Affirmative Action Officer for an Administrative Review.
5. Following such an appeal, an Administrative Review by a panel selected by the Affirmative Action Officer shall be conducted, at which time all parties to the complaint may be heard. Within five (5) days following the conclusion of the Administrative Review, a written decision of the review panel shall be presented to all parties by the Affirmative Action Officer.
6. After all administrative recourse has been exhausted, the aggrieved party may, if done so within ten (10) days of notification of the decision rendered by the Administrative Review panel, petition for a hearing by the Board of Trustees. Procedures for such a hearing will be established by the Board of Trustees upon the advice of legal counsel.

\*Note: The Dean of Student Life, is the designated Affirmative Action Officer of the College.

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Revised July 15, 1985  
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