

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints (Students and Employees)

Definitions

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice that discriminates on the basis of race, color, religion, sex, age, national origin, qualified disability or veteran status.
2. **Student Grievant:** A student of the CCCC who submits a complaint alleging discrimination based on race, color, religion, sex, age, national origin, qualified disability or veteran status.
3. **Employee Grievant:** An employee of the CCCC who submits a complaint alleging discrimination based on race, color, religion, sex, age, national origin, qualified disability or veteran status.
4. **Title IX and 504 Coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other state and federal laws addressing equal educational opportunity. The Title IX/504 coordinator is responsible for processing complaints and may serve as moderator/recorder during hearings. The CCCC Title IX/504 coordinator is Kim Russell.
5. **Respondent:** The person(s) alleged to be responsible for the violation alleged in a complaint. The term may be used to designate person(s) with responsibility for a particular action or those person(s) with supervisory responsibility for procedures and policies in those areas covered in the complaint.
6. **Day:** Day means a working day when the college is open for business. The calculation of days in a complaint processing shall exclude Saturdays, Sundays and college holidays.

Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the person(s) responsible (when known) and/or director of human resources, or designee, and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints

1. Grievant (Student or Employee) submits written complaint to Title IX/504 coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the offices of human resources at Central Park Campus and Courtyard Center, Dean of Students Office at Spring Creek Campus, and the Provost Office at the Preston Ridge campus. In addition, the grievant will supply the Title IX/504 Coordinator with all evidence of discrimination.
2. Title IX/504 coordinator notifies respondent within 10 days of the filing of the complaint and asks respondent to:
 - a. Confirm or deny facts
 - b. Indicate acceptance or rejection of student or employee's requested action, or
 - c. Outline suggested alternatives.
3. Respondent submits a written answer within 10 days to Title IX/504 coordinator.
4. Within ten (10) days after receiving respondent's answer, the Title IX/504 Coordinator forwards the complaint and the respondent's answer to the appropriate president's advisory council member who will serve as the hearing officer in the grievance process. The Title IX/504 Coordinator also schedules a hearing officer in the grievance process. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the hearing officer. The Title IX/504 Coordinator identifies the most appropriate president's advisory council member for each complaint.
5. Hearing is conducted.
6. The hearing officer reviews the documentation and issues within 10 days after the hearing a written decision to the student or employee grievant, the respondent and Title IX/504 coordinator.

7. If either party is not satisfied with the hearing officer's decision, the grievant or respondent must notify the Title IX/504 coordinator in writing within 10 days and request a hearing with the college president. Title IX/504 coordinator schedules within 10 days of request a hearing with the grievant, respondent and president. Hearing is conducted. President views the documentation and issues a final written decision within 10 days following the hearing to the grievant, respondent and Title IX/504 coordinator.

General Provisions

1. **Extension of time:** Any time limits set by these procedures may be extended by mutual written consent from parties involved. The total number of days from date that the complaint is filed until the complaint is resolved shall be no more than 180 days.
2. **Access to Regulations:** The CCCC shall provide copies of regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified disability or veteran status upon request.
3. **Confidentiality of Records:** Complaint records will remain confidential unless permission is given by the complainant involved to release such information or unless information is requested pursuant to a valid order from a state or federal agency or court. No complaint records shall be entered in the personnel file. Complaint records shall be maintained on file for three (3) years from complaint resolution.