

STARK STATE COLLEGE

Student Discrimination Complaint Procedures-Academic

Stark State College is committed to equal opportunity for all and does not discriminate on the basis of race, color, religion, sex, gender, national origin, military status, pregnancy, disability, age, genetic information, or sexual orientation. Any student who has a complaint of discrimination against Stark State College and/or any of the College's faculty, staff, or administrators should follow the procedures for initiating a complaint based on discrimination.

Any student initiating a complaint based on discrimination should understand the serious nature of such an allegation and not enter into the complaint without due consideration. The student will be responsible for providing correct information and cooperating with any investigation resulting from the complaint.

1. Prior to filing a formal written complaint, the student is encouraged to make a reasonable effort to resolve the problem informally. The student should make a reasonable effort to discuss the complaint with the employee within 180 calendar days of the occurrence. All reasonable efforts should be made to resolve the problem at this level if possible.

Please note: At any point in this process, the student may also file a complaint alleging discrimination directly with the Office for Civil Rights, Cleveland Office, U.S. Department of Education, 600 Superior Avenue East, Suite 750, 1350 Euclid Avenue, Suite 325, Cleveland, OH 441145, phone (216) 522-4970, fax (216) 522-2573, or email: OCR.Cleveland@ed.gov, or on the web at <http://www.ed.gov/about/offices/list/ocr/docs/howto.html>.

2. If the student is not satisfied with the results of the informal meeting, the student then has seven (7) calendar days from the informal meeting, or, if the student elects not to informally resolve the problem, 180 calendar days from the date of the occurrence, to present a formal written complaint to the Dean of Student Success who will review the complaint and direct the student to the applicable administrator.
 - a. The student may submit a formal, written complaint by mail, facsimile, email or by using the "Stark State College Student Discrimination Complaint Form" which is available on [mystarkstate](http://mystarkstate.edu), in the Office of Judicial Affairs, and the Provost's Office.
 - b. The written complaint should include details from the informal meeting, a specific description of the problem, the reason(s) the student believes his or her rights have been violated, and a proposed remedy.
3. The Dean of Student Success will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision.
 - a. The student will be notified in writing of the Dean of Student Success' decision within seven (7) calendar days of submitting the written appeal. The student will have 72 hours to appeal the written decision.
4. To appeal the administrator/s written decision, it is the student's responsibility to contact the administrator so the written complaint and supporting documentation can be forwarded to the Provost and Chief Academic Officer for review.
 - a. The Provost and Chief Academic Officer will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision.

- b. The student will be notified in writing of the Provost and Chief Academic Office's written decision within seven (7) calendar days of contacting the Dean of Student Success. The decision of the Provost and Chief Academic Officer will be final.

STARK STATE COLLEGE
Student Discrimination Complaint Form

PRINT OR TYPE ALL INFORMATION

STUDENT

STUDENT ID#

NATURE OF COMPLAINT (additional pages may be attached):

SUMMARIZE THE STEPS TAKEN TO RESOLVE MATTER:

DESIRED ACTION/REMEDY:

DATE SUBMITTED

DATE RECEIVED

STUDENT SIGNATURE

DEAN OF STUDENT SUCCESS

Student Complaint Procedures

EMPLOYEE:

SIGNATURE

DATE

I accept this decision and consider the matter closed.

I do not accept this decision and request further review.

STUDENT SIGNATURE

DATE

DEAN OF STUDENT SUCCESS:

SIGNATURE

DATE

I accept this decision and consider the matter closed.

I do not accept this decision and request further review.

STUDENT SIGNATURE

DATE

PROVOST AND CHIEF ACADEMIC OFFICER:

SIGNATURE

DATE

STUDENT SIGNATURE

DATE