

STARK STATE COLLEGE

Student Civil Rights Discrimination Complaint Procedures

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 civil rights discrimination against Stark State College and/or any of the College's faculty, staff, students, or administrators should follow the procedures for initiating a complaint based on civil rights discrimination (Policy No. 3357:15-19-08).

Any student initiating a complaint based on civil rights 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. 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. All reasonable efforts should be made to resolve the problem at this level if possible.

1. 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 regarding civil rights. The student may submit a formal, written complaint by mail, facsimile, or email by using the Stark State College Student Discrimination Complaint Form which is available on *mystarkstate*, in the Office of Judicial Affairs, and in the Provost's Office. 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 action.
2. Students wishing to file a formal complaint regarding civil rights will present his or her formal complaint directly to the Coordinator of Civil Rights Compliance, which is the Dean of Student Success. The Dean of Student Success may be contacted at the Provost Office; Stark State College; 6200 Frank Avenue NW; North Canton, OH 44720; phone (330) 494-6170, X4817. The student will request and complete the Stark State College Student Discrimination Complaint Form.
 - a. The Dean of Student Success will complete the intake process with the student, inform the student of the procedures and processes in filing the complaint, and contact the appropriate office for further investigation if warranted.
 - b. If the complaint is against an employee, the Dean of Student Success will refer the complaint to the Human Resources Department to complete the investigation. The Dean of Student Success and the Human Resources Department for employees will objectively investigate the complaint, consult with all involved parties, review the written complaint, and render a written decision within 60 days. If the complaint is against a student and it is determined that the student violated College policies and procedures, disciplinary action will be based on that defined in the Student Code of Conduct policy and procedure (See Student Code of Conduct Policy No. 3357: 15-19-10). The student will be notified in writing of the decision.
 - c. 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; 1350 Euclid Avenue; Suite 325; Cleveland, OH 44115; phone (216) 522-4970; fax (216) 522-2573; or email: OCR.Cleveland@ed.gov.

3. Students wishing to file a formal complaint regarding gender discrimination or sexual harassment should contact the Title IX Coordinator in the Security Department; Stark State College; 6200 Frank Avenue NW; North Canton, OH 44720; phone (330) 494-6170. Additional information regarding the College's Title IX resources and filing a formal complaint can be located at <http://www.starkstate.edu/titleix>

STARK STATE COLLEGE
Student Civil Rights Discrimination Complaint Form
PRINT OR TYPE ALL INFORMATION

STUDENT NAME (Please print)

STUDENT ID#

NATURE OF COMPLAINT: (additional pages may be attached):

SUMMARIZE THE STEPS TAKEN TO RESOLVE MATTER:

DESIRED ACTION/REMEDY:

DATE SUBMITTED

STUDENT SIGNATURE

DATE RECEIVED

DEAN OF STUDENT SUCCESS SIGNATURE

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OUTCOME OF INVESTIGATION OF COMPLAINT: (additional pages may be attached):

DATE

STUDENT SIGNATURE

DATE

DEAN OF STUDENT SUCCESS SIGNATURE