College of Lake County

DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURES

Non-Discrimination and Harassment Policy
In accordance with the statutory provisions included in Title VII of the Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act and all other applicable federal and state laws, it is the policy of the College of Lake County not to discriminate on the basis of a person’s race, color, religion, sex, national origin, age, marital status or disability in any of its education programs, activities or employment policies.

The College, through its commitment to equal rights, will ensure that students work, learn and study in an environment free of illegal harassment. Harassment infringes upon equal respect in work and academic relationships, causes serious harm to the operation and to the future careers and success of students.

The College seeks to prevent harassment from occurring. College policies and procedures afford the investigation and resolution of complaints. Findings of harassment may result in discipline, suspension or dismissal.

Prohibited Harassment
The College prohibits harassment and discrimination on the basis of age, disability, national origin, ancestry, race, color, religion, creed, sex, or marital status, or retaliation for having engaged in a prior discrimination or harassment complaint.

Harassment pursuant to this procedure is unwanted behavior directed toward an individual based on one or more of the foregoing designated characteristics. Harassing conduct may include, but is not limited to, verbal acts, name-calling, graphic written statements through the use of cell phones or the internet, or other conduct that may be physically threatening, harmful or humiliating.

Unwelcome conduct of a sexual nature, including sexual advances, sexual violence, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol, or intellectual or other disability. Sexual violence can include rape, sexual assault, sexual battery, and sexual coercion.

Gender-based harassment is defined as acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature, such as stalking.

Discrimination and Harassment Complaint Procedure
Any student who believes that he or she has been discriminated against or harassed may follow either an informal or formal procedure without fear of recrimination. A prompt and confidential investigation will be provided to the degree possible.

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**Step 1.** Any student believing he or she has been a victim of discrimination/harassment may discuss their concerns with the Associate Vice President of Student Development. The Associate Vice President, Dean, Director, or a specifically designated person may make an effort to resolve the concern informally. The Student will receive a written response within thirty (30) days of receipt of the informal complaint. The timeframe may be extended for justifiable reasons or by mutual consent.

Complainants alleging harassment, other than sexual assault (see separate procedure below), based upon sex or gender will be notified of their right to end the informal process at any time and begin the formal stage of the complaint process at Step 2.

All complaints of sexual assault will not be handled informally and will proceed immediately to Step 2. Mediation will not be used to resolve sexual assault complaints.

**Step 2.** If the matter cannot be satisfactorily resolved at step 1, or if it is a matter involving sexual assault, the student must file a formal complaint with the Associate Vice President of Student Development. For the purpose of mailing written complaints, the mailing address is: Associate Vice President of Student Development, College of Lake County, 19351 W. Washington Street, Grayslake, Illinois 60030.

The written complaint must be filed within sixty (60) days of the alleged incident of discrimination/harassment. In addition, the written complaint must be signed, and to the extent possible, should state in detail, the time, place, pertinent facts and circumstances of the alleged discrimination/harassment along with any witnesses. The Associate Vice President of Student Development will notify the accused of the complaint and will conduct a thorough investigation of the complaint within thirty (30) days of its receipt. The time period may be extended for justifiable reasons or by mutual consent. The complainant and accused shall be informed of any extensions.

**Step 3.** Upon completion of the investigation, the Associate Vice President of Student Development shall make a written finding stating the final outcome of the investigation. If a violation is indicated, the Associate Vice President of Student Development may recommend any reasonable and appropriate remedy for the complaining party if there is a preponderance of the evidence that discrimination/harassment did occur.

Employee discrimination against students will be subject to discipline under appropriate College of Lake County employment policies and, as applicable, collective bargaining agreements. Depending on the severity of the incident, disciplinary action against an offending employee may include discharge. Student discrimination against other students will be subject to discipline under the Students’ Rights and Responsibilities Policy. The College may take additional corrective actions to remedy any instances where discrimination is determined to have occurred.

**Step 4.** If the complainant or the accused is not satisfied with the outcome of the investigation conducted by the Associate Vice President of Student Development, he/she may request, in writing, that the matter be reviewed by a President’s panel. The complainant must make this written request within 10 days of the findings in step 3.

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The College President shall appoint an impartial panel consisting of:

- One college administrator
- An Associate Vice-president
- One faculty member

The complainant(s) and appealing party shall select one of three possible college administrators offered by the President.

The complainant(s) and appealing party shall select one of three possible faculty members offered by the President.

The President’s panel shall arrange to meet with the appealing party as well as other principals associated with the complaint. Both the complaining party and the accused will have an opportunity to present witnesses and relevant evidence at the meeting. Following such meeting (or meetings), the President’s panel shall present its findings in writing to the President for final action. The procedures in this step shall be accomplished within thirty (30) working days of the date the written appeal is received by the President. Time limits may be extended by mutual consent. All parties will be notified of the outcome of the appeal.

**Inquiries Concerning the Application of Title IX:**

Any inquiries concerning the application of Title IX may be referred to the Title IX Coordinator,

Teresa G. Aguinaldo  
Dean, Student Life  
College of Lake County  
19351 W. Washington Street  
Grayslake, IL 60030  
Room B131  
847.543.2288  
Com401@clcillinois.edu

**General Provisions**

Because of their sensitive nature, complaints of sexual harassment will be handled with the utmost discretion and confidentiality to the fullest extent possible.

Retaliation against individuals who invoke the procedures set forth herein is strictly prohibited.

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