

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS

DISCRIMINATION GRIEVANCE/REPORT FORM
 NON-DISCRIMINATION POLICY, ADA/504 POLICY

This form shall be submitted to the Dean of Student & Legal Affairs, ADA/504 Coordinator to file a grievance (ie., to make a report) of unlawful discrimination and/or violation of civil rights protections. See the last page for a general description of the process. Any person who has experienced or witnessed unlawful discrimination is strongly encouraged to report it. Retaliation for making a complaint or participating in the process is prohibited.

NOTE: Title IX complaints are handled by a different (albeit similar) process.

Directions: Complete this form in its entirety. Use additional sheets if needed. Attach a typed statement and any supporting documentation. (Incomplete complaints will be returned to the submitter.) Then send everything to Dr. Renee Conner, Dean of Student & Legal Affairs, ADA/504 Coordinator via hand-delivery (CC-12), via postal mail (1241 Willowbrook Rd. Cumberland MD 20502), via email (rconner@allegany.edu) or via fax (301) 784-5068.

Your Name (Complainant): _____

Address: _____

Phone: _____ Email: _____

➤ What type of unlawful discrimination is being alleged?

- | | |
|--|---------------------------------------|
| <input type="radio"/> Race | <input type="radio"/> Disability |
| <input type="radio"/> Ancestry / National Origin | <input type="radio"/> Age |
| <input type="radio"/> Color | <input type="radio"/> Familial Status |
| <input type="radio"/> Religion | |

**Sex, sexual orientation, gender identity, and gender expression discrimination are Title IX cases. Please contact the Title IX Coordinator or see www.allegany.edu/titleix for that complaint form.*

➤ Who is the College Official you are accusing of discrimination? _____

➤ When did the discrimination being alleged occur? Reports should be made in a timely manner.

Date(s): _____ Time: ____:____ am or pm

➤ Where did the discrimination being alleged occur? (ie., location) _____

➤ What happened? Describe in detail the discriminatory act(s) being alleged? *Must be typed and attached.*

- ◆ Vague claims are insufficient to support action by the College.
- ◆ The complaint should provide details about the nature of the discrimination being alleged.
- ◆ The complaint should describe whether/how the College Official treated the complainant differently than others in similar circumstances *because* of the Complainant's status as noted above.
- ◆ The complaint should describe how the incident is connected to the College (ie., class, activity, ACM personnel in their official capacity, ACM sponsored event, etc.)
- ◆ Attach any supporting documentation.

➤ What would resolve the issue or concern for you? (ie., what do you want to happen next?)

Be specific. Must be typed and attached.

STUDENT CERTIFICATION

By signing below, I certify that I have read and completed this report myself. I certify that all contents and any attachments are true and complete. I understand that any inaccurate, misleading, fraudulent, or incomplete information could result in the grievance being denied or other action (including disciplinary action) by the College as appropriate. I understand that the College reserves the right to request additional documentation and/or to verify any claims made in this report. I understand that submitting this form does not guarantee any particular response by the College.

 Signature

____/____/____
 Date

Upon receiving a report of alleged discrimination by a College Official, Allegany College of Maryland will:

1. Review the written Complaint Form and any related documentation.
2. Determine if the report alleges unlawful discrimination and is specific and credible.
 - >> **Standard: Sufficient, substantiating evidence**
3. If so, conduct a prompt, adequate, reliable, and impartial formal investigation of the complaint.
 - >> *Accused person(s) (Respondent) is provided a copy of the complaint*
4. Take immediate and appropriate action to stop any discrimination that is occurring
5. Determine if discrimination occurred.
 - >> **Standard: Preponderance of the evidence**
6. Take immediate and appropriate action to prevent its recurrence
7. Take immediate and appropriate action to remedy the effects upon the complainant.
8. Follow all appropriate procedures and other institutional policies.
9. Preserve the confidentiality and dignity of all parties;
10. Comply with other legal and policy/procedure requirements – coordinating this process with other procedures where appropriate for efficiency and fairness to all parties.

NOTE: No particular outcome is guaranteed.

Illegal Discrimination: *An act that adversely affects a person in one of the protected classes listed in the Non-Discrimination Statement above and that is demonstrably different than how the College Official treated similarly situated persons who are not in the Complainant's protected class.*

Informal Resolution: *At any point in the complaint process, if a mutually agreeable solution is reached, the matter may be closed without penalty or consequence to any party. The Dean of Student & Legal Affairs or designated College Official reserves the right to suggest resolutions at any time. The resolution shall be documented and provided to both the Complainant(s) and the Respondent(s). Written confirmation may be requested*

Withdrawing a complaint: *Any person who has submitted a Discrimination Complaint Form has the option to subsequently withdraw the complaint without penalty or consequence. Circumstances may change or, as the complaint process unfolds, a mutually acceptable resolution is reached. Such an "exit" from the complaint process may occur at any stage. If that occurs, the complainant should notify the Dean of Student & Legal Affairs. Written confirmation may be requested.*

Third Party Communication: *Only the persons involved in the complaint will receive any communication about the complaint from College Officials; third parties will not be given information regarding any of the specifics related to a complaint or information that compromises the integrity of the process or the confidentiality and dignity of any person.*

Attorney(s): *This process is NOT a legal proceeding, and legal standards do not apply. Therefore, lawyers are neither necessary nor may participate. However, at any point in the complaint process, any person may consult an attorney at his/her own expense.*
