

SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

**GRIEVANCE PROCEDURES FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
AMERICANS WITH DISABILITIES ACT OF 1990**

SECTION I

Any person believing that Schoolcraft College has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

FOR STUDENT TITLE VI AND IX COMPLAINTS

Dean of Students
Schoolcraft College
18600 Haggerty Road
Livonia, Michigan 48152

FOR EMPLOYMENT TITLE VI AND IX COMPLAINTS

Executive Director of Human Resources
Schoolcraft College
18600 Haggerty Road
Livonia, Michigan 48152

FOR SECTION 504 COMPLAINTS

Vice President and CFO
Schoolcraft College
18600 Haggerty Road
Livonia, Michigan 48152

FOR AMERICANS WITH DISABILITIES ACT OF 1990 COMPLAINTS

Vice President and CFO
Schoolcraft College
18600 Haggerty Road
Livonia, Michigan 48152

SECTION II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within ten (10) business days. The complainant may initiate formal procedures according to the following steps.

STEP 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) days.

STEP 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the College President within five (5) business days after receipt of the Coordinator's response. The President shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within fifteen (15) business days.

STEP 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Trustees within five (5) business days of his receipt of the President's response in Step Two. In an attempt to resolve the grievance, the Board of Trustees shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

STEP 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

Approved—Administrative Committee
February 3, 1976
Revised—Administrative Committee
June 24, 1980
Revised—Cabinet
December 6, 1993
Retyped—Department/Name Changes
September 8, 1995

Revised—Cabinet
October 14, 1996
April 6, 2004
Retyped—Title Change
September 28, 2005
Retyped-Title Change
August 4, 2008
Reviewed—VP & CSAO
August 20, 2019