

PROCEDURE on Student Harassment and Sexual Harassment

Reporting Harassment

Students who believe they are victims of harassment or have witnessed harassment based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status, by another student, a College Representative, College Personnel, or a Third Party must submit a report of harassment to one of the College's two Equal Employment Opportunity Officers immediately ("EEO Officers"). The names and telephone numbers of the College's EEO officers can be retrieved at the Student Services Office, Personnel Office, or in the Policy on Student Harassment and Sexual Harassment brochure.

A report of any form of harassment should ordinarily include the name of the complainant and should always include the name of the alleged harasser, the date(s) of the occurrence(s), and a brief description of the incident(s).

Investigation

The College's EEO Officer who is notified of a complaint which is made pursuant to this policy shall promptly and thoroughly undertake or authorize an investigation. That investigation may be conducted by the College's EEO Officer(s) or by any other person(s) designated by the College. If the investigation results in a finding of harassment, the College will take remedial action to stop the harassment and prevent recurrence.

The College will keep complaints and the terms of their resolution confidential to the extent possible given the need to investigate. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

Discipline

Students who make good faith complaints pursuant to this policy will not be disciplined.

Any College Representative or other College employee who is determined, after an investigation, to have engaged in harassment will be subject to disciplinary action up to and including discharge.

Upon an investigative finding that a student was harassed by non-employee College Personnel, or by a Third Party, the College will take prompt, appropriate action to address the violation.

Any College student who is determined, after an investigation, to have engaged in harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. When a student violates this policy, the violation is considered a non-academic violation of the College Code. When the Vice President of Student Services decides that disciplinary action must be taken, he/she must institute disciplinary proceedings as specified by Board Procedure 3.16.1.1.

Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

No Retaliation

The College forbids retaliation against anyone for reporting any form of harassment, assisting in making such a complaint, or cooperating in an investigation of the complaint. If you feel you have been retaliated against, you are to notify one of the College's two EEO officers immediately as specified in the "Reporting Harassment" section above.