

Seminole State Nondiscrimination Policy and Complaint Procedure

Seminole State Collee does not discriminate or permit discrimination by any member of its community against any individual based on the individual's race, color, religion, political beliefs, national origin, age (40 or older), sex, sexual orientation, genetic information, gender identity, gender expression, disability, or veteran status in matters of admissions, employment, financial aid, housing, services in educational programs or activities.

In compliance with and support of the following federal civil right laws:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

College policy prohibits retaliation against a person for filing a complaint of discrimination or harassment under this policy or other applicable federal, state, or local laws. This policy also prohibits retaliation against any person who assists someone with a complaint of discrimination or harassment or who participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

I. Definitions:

1. **Discrimination:** Discrimination, including harassment, is defined as conduct directed at a specific individual or group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment, education, health care, or access to institutional benefits on account of the individual's or group's race, color, religion, political beliefs, national origin, age (40 or older), sex, sexual orientation, genetic information, gender identity, gender expression, disability, or veteran status.
2. **Harassment:** Harassment as a form of discrimination is defined as verbal or physical conduct that is directed at an individual or a group on account of the individual's or group's race, color, sex, sexual orientation, genetic information, gender identity, gender expression, religion, political beliefs, national origin, age (40 or older), disability, or veteran status when such conduct is sufficiently severe, pervasive, and objectively offensive so as to have the purpose or effect of unreasonably interfering with an individual's or group's academic or work performance or creating a hostile academic or work environment viewed by examining a totality of the circumstances from the standpoint of a reasonable person with the same characteristics as the purported recipient of the harassing conduct.

3. **Reasonable Accommodation/Accessibility and Other Assistance:**

- For employees of the College, please refer to Seminole State College Employee and Benefit Handbook regarding disability and reasonable accommodations:
<http://www.sscok.edu/empbook.html>
- For students of the College, refer to the Student Handbook:
<http://www.sscok.edu/studhand.html>
- For individuals seeking or receiving educational services from the College: The department or division providing educational services will make available aids such as qualified sign-language interpreters, assistive devices, and alternate format materials (large print, audio, accessible electronic formats) to individuals who need such assistance and who are receiving educational services from the College. The aids will be provided at no cost to the individual. For individuals whose primary language is not English and who are receiving educational services from the College, the College will make efforts for a language interpretation and translation services.

4. **Retaliation:** Retaliation includes attempting to penalize or taking any form of adverse action against a person because the filing of a complaint of discrimination or harassment and/or participating or assisting in any manner with an investigation or resolution of a complaint of discrimination or harassment. Adverse action includes, but is not limited to, making threats, intimidation, reprisals or any other adverse action relating to employment, academic, or institutional benefits.

II. Education and Training

The College requires all employees to complete anti-discrimination training at least once during their College employment, typically within 30 days of beginning service. Employees may be required to attend additional anti-discrimination training. Failure to complete this required training within the 30 days of employment and as requested by College administration may result in appropriate disciplinary action.

Students are advised and trained through the Office of Student Affairs.

III. Intentionally False Reports

Individuals who make reports that are later found to have been intentionally false or misleading or made maliciously and without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

IV. Free Speech and Academic Freedom

Members of the College community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. For more information concerning Free Speech and Academic Freedom, see the College's Expressive Activity Policy III-5-5:
<http://www.sscok.edu/policy355.html>

V. Complaints

Any individual may file a complaint with the office listed below for review and investigation regarding complaints of discrimination or harassment against College students, faculty, employees, third parties utilizing College services, or third parties on College premises:

- **For Staff and Faculty:** Human Resources, Dan and Andrea Boren Center (405) 382-9204;
- **For Student and other Third Parties utilizing college services or premises:** Office of Student Affairs, Walkingstick Student Services Building (405) 382-9216

The College will make appropriate arrangements to ensure that individuals with disabilities and/or limited English proficiency (LEP) are provided with services or language assistance needed to file a complaint. The investigating office will be responsible for making such arrangements.

Such complaints must be brought within 90 calendar days of the alleged discriminatory event.

VI. Additional Avenues of Recourse

In addition to filing a complaint under the College's Nondiscrimination Policy, individuals may have additional reporting and legal options depending on the circumstances.

Examples of other potential avenues of redress include:

- Local law enforcement including Seminole State College Police Department:
<https://www.sscok.edu/PolicePg.htm>
- Oklahoma Human Rights Commission: www.ok.gov/ohrc/
- Equal Employment Opportunity Commission: www.eeoc.gov
- U.S. Department of Justice: www.justice.gov
- U.S. Department of Education, Office of Civil Rights: www2.ed.gov/ocr

Filing internal complaints does not satisfy any potential timing and reporting requirements otherwise required by the above entities or by law.