

**COMMUNITY COLLEGE OF VERMONT  
ADMINISTRATIVE POLICIES**

**NON-DISCRIMINATION**

**December 17, 1993**

**Revised: September 18, 2008**

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*See Also:*

*Complaint Resolution Policy  
Disabilities Compliance Policy  
VSC Non-Discrimination Statement*

**POLICY**

CCV is committed to non-discrimination in its learning and working environments. In accordance with the Vermont State Colleges Policy 311 Non-discrimination Statement, CCV does not discriminate against any person on the basis of race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status or disability in the educational programs and activities it operates, including employment and admissions practices.

**PROCEDURES**

1. The college will make reasonable and conscientious efforts at informing employees, students, and applicants for CCV positions of CCV's non-discrimination policy.
  - a. All CCV position postings will acknowledge that CCV is an equal opportunity employer and in compliance with the Americans with Disabilities Act.
  - b. Where appropriate, CCV publications will include the college's Non-discrimination Statement (see: attachment).
2. The college will engage in affirmative efforts to recruit, admit, employ and support students, faculty and staff members in order to achieve the diversity which advances the educational mission.
3. The college will make reasonable accommodations for the documented disabilities of otherwise qualified students, faculty, staff, and applicants to create equal opportunities.
4. Students, faculty, or staff members who feel discriminated against are encouraged to pursue resolution through the appropriate complaint resolution policy.
5. Any person may direct inquiries, make a request for auxiliary aid/services or file a discrimination complaint directly to CCV's Equity Officer/Title IX Coordinator or Americans with Disabilities Act Compliance Officer/504 Coordinator, as appropriate.
6. Any college employee who receives a discrimination complaint must notify CCV's Equity Officer/Title IX Coordinator or Americans with Disabilities Act Compliance Officer/504 Coordinator, as appropriate.

**COMMUNITY COLLEGE OF VERMONT**

**NON-DISCRIMINATION STATEMENT**

**Updated: September 2, 2008**

Every member of the Community College of Vermont (CCV) should work to ensure non-discriminatory processes and practices with faculty, staff, and students. Qualified students are recruited for, admitted to, and participate in all college programs without discrimination on the basis of race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status, or disability. CCV will provide reasonable accommodations to create equal opportunity for students with known disabilities.

Faculty, administrators, and staff are employed without discrimination against individuals on the basis of race, color, gender, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements. CCV will make reasonable accommodations to the known disability of an otherwise qualified applicant or employee. Additionally, CCV will engage in affirmative efforts to recruit, admit, and support students and to recruit, employ, and support employees in order to achieve the diversity which advances the educational mission. CCV complies with state and federal laws related to equal opportunity and non-discrimination. Please contact Penne Ciaraldi, CCV Americans with Disabilities Act Compliance Officer/504 Coordinator, if auxiliary aid or service is needed to apply for admission or employment.

Any questions or complaints about potential or perceived discrimination in violation of any state or federal law should be directed to Deborah Stewart, CCV Equity Officer/Title IX Coordinator or Penne Ciaraldi Americans with Disabilities Act Compliance Officer/504 Coordinator, PO Box 489, Montpelier, VT 05601; the VSC Office of the Chancellor; the Vermont Office of the Attorney General; the Regional Office of Civil Rights; or the Equal Opportunity Employment Commission, Washington, D.C.