

Non-faculty employees may address complaints to their immediate supervisors. If resolution is not reached with the immediate supervisor, the complainant may bring the issue, in writing, to the next succeeding administrative level in that division of the College, through the chief executive officer. At each administrative level, 15 working days will be allowed for resolution of the complaint. This procedure shall also apply to complaints filed on the basis of discrimination and/or sexual harassment. All decisions, notifications of decisions, and reasons for decisions shall be in writing. Complaints may also be filed directly with the Office for Civil Rights, U.S. Department of Education.