
Chapter: Student Affairs

Modification No. 008

Subject: Equal Education Opportunity and Non-Discrimination Policy

- I. Montgomery College is committed to equal education opportunity that assures access, equity, and diversity in student admissions, and assures equity in student financial assistance and other student policies. Further, the College is committed to providing an environment in which all persons are provided the opportunity for participation in academic programs, and/or other College activities free from discrimination, any form of harassment as prohibited by federal regulations and state law, and sexual assault.
- II. In accordance with applicable law, the College does not discriminate against any student or applicant for admission based on protected attributes as age, color, citizenship status, covered veteran status, disability, gender, gender identity or expression, genetic information, national origin, marital status, race, religion, sexual orientation, or for any other reason to the extent these attributes are not covered in this policy and covered by federal, state and county laws and regulations.
- III. It is the policy of the Board of Trustees to take positive steps to identify and change College policies, practices, procedures, and other institutional barriers that may prohibit or adversely affect access, equity, and diversity.
- IV. Education is a key element of this policy. The College will provide education and information, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Equal Education Opportunity and Non-Discrimination Policy. Any mandatory education requirements will be announced and posted on the College's website. The President is authorized to provide institutional leadership and guidance for developing education programs to promote awareness about equal education opportunity. Some goals to be achieved through education are: (a) ensuring that all individuals are aware of their rights; (b) notifying individuals of conduct that is proscribed; (c) informing employees, contractors, and students about the proper way to recognize and address complaints involving a violation of this policy; (d) preventing issues that this Policy addresses; and (e) identifying the necessary steps for preventing its recurrence and addressing its effects.
- V. The President is authorized and directed to establish procedures and programs to implement this policy.

Board Approval: January 22, 1975; July 26, 1976; April 15, 1991; July 15, 1991; September 21, 1999, November 18, 2002, December 13, 2010; February 25, 2013.

Chapter: Student Affairs

Modification No. 003

Subject: Equal Education Opportunity and Non-Discrimination Policy

I. Purpose and Scope

Montgomery College is committed to providing equal access to educational opportunities for students with disabilities. Montgomery College recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from College educational programs, services and activities. Montgomery College shall adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as necessary to afford equal access to programs for qualified persons with disabilities.

II. Responsibility

Applicants and students requesting reasonable accommodations for both degree and non-degree programs shall contact Disability Support Services (DSS) at Rockville, Germantown, or Takoma Park/Silver Spring. The DSS Counselors are responsible for the determination of all reasonable accommodations. In conjunction with DSS, the program units for non-academic programs, and academic departments and faculty members are responsible for providing those accommodations.

III. Discrimination Complaint Procedure

It is the policy of Montgomery College not to discriminate on the basis of age, color, citizenship status, covered veteran status, disability, gender, gender identity or expression, genetic information, national origin, marital status, race, religion, sexual orientation, or for any other reason to the extent these attributes are not covered by federal, state and county laws and regulations in its employment, admissions, and student-related policies, procedures, and educational programs, including vocational education programs.

- A. Any student may file a discrimination complaint with the Director of Employee Relations, Diversity and Inclusion when he or she believes a discriminatory violation has occurred. A formal discrimination complaint must be in writing and include all pertinent information concerning the individual's complaint. All complaints will be subject to a comprehensive investigation. A discrimination complaint must be filed within 180 calendar days after the facts giving rise to the alleged violations has occurred to comply with federal regulation and College policy. If the discriminatory behavior is or has been continuous, the complainant should consult the Director of Employee Relations, Diversity and Inclusion immediately.
- B. Students are encouraged to attempt informal resolution of any problem within the unit where the problem occurs, consistent with the provisions of 31006CP, III. Confidential inquiries may be made to the Director of Employee Relations, Diversity and Inclusion in an effort to resolve complaints informally.

- C. Upon receipt of a discrimination complaint, the Director of Employee Relations, Diversity and Inclusion will meet with the concerned individual(s) as soon as practicable in an attempt to resolve the complaint, consistent with the provisions of 31006CP.
 - D. More detailed information concerning the complaint procedures is available in the offices of the Dean of Student Development on all three campuses and the Office of Human Resources and Strategic Talent Management at 900 Hungerford Drive in Rockville.
- IV. OCR Complaint:

Although students are encouraged to attempt to resolve complaints pertaining to disabilities by using this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR).

Administrative Approval: October 7, 2010; December 13, 2010; February 23, 2015.