



Compass Career College recognizes and accepts its obligations under the Americans with Disabilities Act of 1990, The Rehabilitation Act of 1973, the ADA Amendments Act of 2008, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975 to prohibit discrimination of any kind against its students and employees to provide a reasonable procedure to submit complaints of discrimination to the appropriate parties.

It is the policy of Compass Career College that all employees and students be able to enjoy a campus environment free of all forms of discrimination. No employee or student should be subjected to any form of discrimination. It is also the policy of Compass Career College to comply with all federal and state laws regarding discrimination

I. PROCEDURE:

Any Compass employee, student, or other member of the Compass community who believes he or she has been a victim of discrimination while working at Compass or in class or in any other setting (whether by subordinates, peers, superiors, or other persons), should bring this matter to the immediate attention of the following:

- The instructor of the class – in cases in which a student is the complainant.
- The program coordinator – in cases in which an employee is complainant, or in cases in which a student is the complainant and the complaint involves an instructor.
- The Director – in all cases in which the grievance is against the program coordinator or other persons who report directly to the director, and in all other cases.

If any Compass employee, student, or other member of the Compass community believes that he/she has been discriminated against he/she has the right to use this Grievance Procedure without fear of reprisal because of his/her action. It is incumbent upon each instructor and/or program coordinator to provide the complainant with an opportunity to be heard in accordance with the following procedure:

STEP ONE: The complainant may present the grievance in writing to the instructor of the class or program coordinator of the program in which the complaint originates within five business days after the incident caused him/her to be aggrieved. The instructor or program coordinator will give the employee or student an answer within five business days thereafter. Any student utilizing this grievance procedure will not disrupt his/her class schedule or that of the program to present a grievance.

STEP TWO: If the complainant is not satisfied with the decision of the instructor or program coordinator, he/she may, within five business days of receipt of such a decision, request an investigation from the program coordinator. The program coordinator will discuss the grievance with the students within five business days and an investigation, as may be appropriate, shall follow. The investigation shall be conducted by the program coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. A written determination and a description of the resolution, if any, shall be issued by the program coordinator and a copy forwarded to the complainant no later than thirty days after complainant's request.

STEP THREE: If the complainant is not satisfied with the decision of the program coordinator, he/she may, within five business days of such written decision, submit the grievance in writing to the Director. The Director shall conduct a hearing within ten business days, which shall include the right to present witnesses and other evidence if the parties so desire. The director will render a final decision in writing within ten business days of the hearing.

II. PENALTIES AND REMEDIES:

All Compass employees, students, or other members of the Compass community will be held accountable for compliance with this policy. While each case of discrimination and its resulting effect on the mission of the Compass must be considered on its own, violations of this policy may lead to disciplinary action to include suspension or removal. Compass will take all necessary steps to prevent the occurrence of any discriminatory conduct and will remedy any discriminatory effects that may occur.