

<b>College Procedure:</b>	<b>102.1 - Non-discrimination Communication Guidelines</b>
<b>Policy Reference:</b>	<b>102 – Non-discrimination</b>
<b>Responsible Department:</b>	<b>Human Resources</b>
<b>Approval Authority:</b>	<b>Cabinet</b>
<b>Procedure Owner:</b>	<b>Executive Director, Institutional Effectiveness</b>
<b>Effective Date:</b>	<b>7/13/2020</b>

**Version Number:** 1.0  
**Legal Counsel Reviewed (yes/no):** No  
**Legal Reference(s):** None  
**Scope:** College-wide

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## Reason for Procedure

This procedure provides guidance on dissemination of the non-discrimination policy through publications and communications.

### **Kirkwood’s Non-discrimination Statement for Educational Purposes:**

Kirkwood Community College shall not engage in nor allow unlawful discrimination against individuals involved in its educational programs and activities on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, disability or actual or potential parental, family or marital status. If you have questions or complaints related to compliance with the policy please contact the Vice President of Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd., SW, Cedar Rapids, IA 52404, Telephone: 319-398-5572, Email: equity@Kirkwood.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: 312-730-1560, Fax: 312-730-1576, Email: OCR.Chicago@ed.gov.

## The Procedure

The Iowa Department of Education publishes guidance on where and how to publish and communicate the non-discrimination statement. This procedure provides guidance internally to Kirkwood Community College on when and where to use both the “continuous” and “annual” non-discrimination statement.

The non-discrimination statement should be used in its entirety when possible. If the document is not large enough to contain the entire statement, then the document should refer the audience to the non-discrimination statement on Kirkwood’s web site.

At the time of this publication, marketing materials have already been produced. These documents are grandfathered in, and are not required to have the non-discrimination statement. Replenished materials, previously grandfathered, are required to contain the non-discrimination statement.

**Continuous Non-discrimination Statement:**

The following guidance for continuous non-discrimination statement is derived from the directive published from the *Iowa Department of Education, Community College Accreditation Guidance – Non-discrimination Statements, September 2018*.

Below are examples of when and where the continuous non-discrimination statement should be present. This list is not all-inclusive and will be reviewed annually to enhance the guidelines. If you are publishing materials and are unsure whether or not the statement should be present, please contact the Executive Director of Marketing, Kevin Hansen.

The continuous non-discrimination statement should be present on:

- The board policy also refers to a non-discrimination statement pertaining to hiring practices. When employment communication or documentation is referenced then the continuous non-discrimination and the employment practices statement should be present.  
Example:
  - Student Handbook
  - Faculty Handbook
  - Publications or posting for open positions
- Major publications whether in hard copy or an electronic format.  
Example:
  - Strategic Plan
  - Student handbook
  - Faculty handbook
  - Course catalog
  - Continuing Education catalog
- Publications related to academic course or program materials.  
Example:
  - Syllabi
  - Program information
- Materials that inform students about services on campus.  
Example:
  - Materials alerting students to Mental Health services.
  - Materials letting students know that financial literacy counseling is available.
- Materials intended for marketing to prospective students.
- Materials that recruit current students, staff, faculty or the public to an event for participation. Excluded from this are events that are viewing events such as plays, recitals, performers and sporting events.

## Annual Non-discrimination Statement:

The following guidance for annual non-discrimination statement is derived from the directive published from the Iowa Department of Education, *Community College Accreditation Guidance – Non-discrimination Statements, September 2018*.

The annual non-discrimination statement is published on the Kirkwood Community College website at <http://www.kirkwood.edu/eeo>. The annual non-discrimination statement is part of a “Right to Know” email sent annually by Kirkwood’s Dean of Students Office to student. The website link will be part of Kirkwood’s website as a communication channel to students, parents/legal guardians, employees and the general public.

The annual statement is the same statement as the continuous non-discrimination statement except it must contain the following:

- List all Career and Technical Education (CTE) program offerings.
- Any different entrance criteria into a program which includes but not limited to;
  - prerequisite coursework;
  - assessments; and
  - experience required to get into the program.

## References

Community College Accreditation Guidance – Non-discrimination Statements, September 2018.

## Definitions

Term	
Term 1	
Term 2	
Term 3	
Term 4	

**Revision Log**

<b>Version</b>	<b>Date</b>	<b>Approved by</b>	<b>Brief Description of Change</b>
1	6/25/2020	Cabinet	
2			
3			