

Annual Notice of Compliance and Informational Report October 2015

This report contains information on Metropolitan Community College's (MCC) Notice of Nondiscrimination, College Nondiscrimination Statement, Federal Regulations, Notice for Students with Disabilities (ADA), information on policies regarding discrimination and harassment (including sexual harassment), student rights under the Family Educational Rights and Privacy Act (FERPA), copyright infringement, being a Drug Free Workplace, Campus and Community, and Tobacco-Free MCC. It also contains information on how to file a complaint related to criminal misconduct or a violations of federal law, Equity in Athletics Disclosure Act (EADA) data, how to obtain MCC graduation, transfer, and retention rates, graduate placement information, and student consumer information.

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Notice of Nondiscrimination

This public “NOTICE of NON-DISCRIMINATION” is required by several federal laws and regulations including those implementing Title VI, Title VII, Title IX, Americans with Disabilities Act, Section 504 and the Age Discrimination Act. This notice serves to inform all members of the MCC faculty, staff, student body and guests, that MCC prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, age, birth, ancestry, national origin, or disability in admissions; educational programs, services, or activities; and employment. Following are the applicable federal and state civil rights laws that prohibit discrimination:

Title I of the Americans with Disabilities Act of 1990 prohibits employment discrimination against qualified individuals with disabilities by employers with fifteen (15) or more employees. The U.S. Equal Employment Opportunity Commission and the Office for Civil Rights are the agencies assigned to enforce Title I of the ADA.

Title II of the Americans with Disabilities Act of 1990 prohibits disability discrimination by public entities, including public colleges and universities whether or not they receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title II of the ADA.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Programs and activities that receive federal financial assistance from the United States Department of Education are covered by Title VI. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title VI.

Title VII of the Civil Rights Act of 1964 protects individuals against unlawful employment practices based on their race, color, sex, and national origin. The Civil Rights Act of 1991 significantly extended plaintiffs’ rights under Title VII. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing Title VII.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs or activities and extends to employment and admission to institutions that receive federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Title IX.

The Age Discrimination Act of 1975 protects people from discrimination based on age in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing the ADA of 1975.

The Age Discrimination in Employment Act of 1967 protects individuals who are 40

years of age or older. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the ADEA.

The Civil Rights Act of 1991 provides monetary damages in cases of intentional employment discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the CRA of 1991.

The Equal Pay Act of 1963 protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. The U.S. Equal Employment Opportunity Commission is the law enforcement agency charged with enforcing the EPA.

Section 504 of the Rehabilitation Act of 1973 protects people from discrimination in admission, employment, treatment, or access based on disability in programs or activities receiving federal financial assistance. The Office for Civil Rights (U.S. Department of Education) is the law enforcement agency charged with enforcing Section 504.

Executive Order 11246 requires certain government contractors to engage in affirmative action and to not discriminate based on race, sex, or national origin. The Office of Federal Contract Compliance Programs (U.S. Department of Labor) is the agency charged with enforcing Executive Order 11246 and ensuring that federal contractors are in compliance.

COLLEGE NONDISCRIMINATION STATEMENT

MCC's nondiscrimination statement, as set forth in more detail below, prohibits discrimination and harassment against individuals based on characteristics protected under federal and state law, as well as on the basis of sexual orientation. The college also prohibits retaliation based upon reporting of such violations.

MCC is committed to a policy of nondiscrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, ancestry, national origin, or disability in admissions; educational programs, services, or activities; and employment; as specified by federal laws Title VI; Title VII; Title IX, Section 504; the Americans with Disabilities Act; and state laws and regulations.

Federal Regulations

The regulations implementing Title VI, Title IX, Section 504, the Age Discrimination Act, and Title VII contain requirements for recipients to issue notices of nondiscrimination, 34 C.F.R. Sections 100.6(d), 106.9, 104.8, 110.25, 41 C.F.R. Sections 60-1.42(a), respectively. The Title II regulation also contains a notice requirement that applies to all units of government, whether or not they receive federal aid. (See 28 C.F.R. Section 35.106.)

MCC is an equal-opportunity/affirmative action employer.

Inquiries concerning MCC's compliance may be addressed to the following persons:

MCC-Administrative Center	Kathy Walter-Mack Chief of Staff 3200 Broadway Kansas City, MO 64111-2429	(816) 604-1587
MCC-Districtwide (Employees)	Christina McGee Director of Employee Relations & Training 3217 Broadway, Suite 100 Kansas City, MO 64111-2408	(816) 604-1023
MCC-Blue River	Jon Burke, Dean of Student Development Rene Bennett, Adm. Intern Student Development 20301 E. 78 Highway Independence, MO 64057-2053	(816) 604-6620 (816) 604-6748
MCC-Business & Technology	Karen Moore, Dean of Student Development & Enrollment, MCC-Maple Woods 1775 Universal Avenue Kansas City, MO 64120-1318	(816) 604-3175
MCC-Longview	Karen Goos, Dean of Student Development/Support Services Linda Nelson, Assoc. Dean of Student Development/ Support Services 500 SW Longview Road Lee's Summit, MO 64081-2015	(816) 604-2326 (816) 604-2218
MCC-Maple Woods	Karen Moore, Dean of Student Development & Enrollment Shawn Smith, Assoc. Dean 2601 NE Barry Road Kansas City, MO 64156-1299	(816) 604-3175 (816) 604-3108
MCC-Penn Valley	Yvette Sweeney, Dean of Student Development & Enrollment Mindy Johnson, Assoc. Dean of Student Development & Enrollment 3201 Southwest Trafficway Kansas City, Missouri 64111-2764	(816) 604-4114 (816) 604-4134
MCC-Districtwide Confident Reports of Sexual Assault	Kimberly Fernandes, Director of Disability Services 3200 Broadway Kansas City, Missouri 64111-2764	(816) 604-1418

Inquiries may also be addressed to the United States Department of Education
Office for Civil Rights—Region VII One Petticoat Lane 1010 Walnut Street, Suite 320
Kansas City, Missouri 64106 Telephone: (816) 268-0550

Accessibility (ADA) Notice

MCC complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act which prohibits discrimination in admission or access to its programs based on disability. Each MCC campus has a Disability Support Services office that provides special services for students with documented disabilities. Arrangements can be made for aids and adjustments to help ensure equal access to programs and services. Each campuses Disability Support Services office also has information regarding the existence and location of services, activities, and facilities that are accessible to and usable by persons with disabilities.

<http://www.mcckc.edu/getstarted/apply/accessservices/overview.asp>

Inquiries may be addressed to:

MCC-Blue River	Disability Support Services Coordinator 20301 E. 78 Highway Independence, MO 64057-2053	(816) 604-6569
MCC-Business & Technology	Disability Support Services Coordinator/Counselor 1775 Universal Avenue Kansas City, MO 64120-2129	(816) 604-5491
MCC-Longview	Disability Support Services Coordinator 500 SW Longview Road Lee's Summit, MO 64081-2015	(816) 604-2254
MCC-Maple Woods	Disability Support Services Coordinator 2601 NE Barry Road Kansas City, MO 64156-1299	(816) 604-3192
MCC-Penn Valley	Disability Support Services Coordinator 3201 Southwest Trafficway Kansas City, Missouri 64111-2764	(816) 604-4293

Discrimination and Harassment (including sexual harassment)

It is the policy of MCC to provide equal opportunity for all enrolled students and applicants for admission to the college, free from discrimination and harassment (including sexual harassment), based on race, color, religion, sex, sexual orientation, national origin, age, and/or disability. This policy applies to discrimination and/or harassment complaints by students for actions occurring on college property or in admissions, program access, student employment of regular student workers and work-study student workers, and treatment in official college programs and activities. This policy applies to any person who has applied to the college for admission or readmission, who is currently enrolled, or who was a student of the college at the time of the alleged discrimination or harassment.

MCC uses the following definitions for discrimination and harassment:

1. Discrimination is the denial of opportunity to, or adverse action against, a person because of that person's race, color, religion, sex, sexual orientation, national origin, age, and/or disability. Actions or policies that provide unequal opportunity in education or employment or adversely affect the terms and conditions of a person's education or student employment at the college and which are motivated or based, in whole or in part, upon any of the foregoing categories can constitute discrimination in violation of the college's non-discrimination policy.
2. Harassment is a form of discrimination that occurs when verbal or physical conduct based on an individual's protected status unreasonably interferes with that individual's academic or work performance or creates a hostile educational or work environment for that individual, including affecting his/her personal safety or participation in college-sponsored activities.
 - a. Hostile Environment. Unwelcome conduct by an individual(s) against another individual based upon protected category/status that is sufficiently severe or pervasive that it alters the conditions of education or student employment and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is hostile must be based on all of the circumstances. These circumstances could include the severity of the conduct, the frequency, and whether it is threatening or offensive.
 - b. Quid Pro Quo Harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - ii. submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting that individual; or
 - iii. such conduct has the purpose or effect of creating a hostile work environment.

Discrimination and harassment, including sexual harassment, will not be tolerated either in the classroom or in the workplace. Discrimination and harassment are prohibited by federal law (see MCC's Notice of Nondiscrimination) as well as board policy (see Board Policies 3.30010, 7.30020, and 7.30030; and District Procedure 7.30030). Anyone found in violation of such laws or policies will be subject to serious disciplinary action, including expulsion or termination.

If you have questions or believe you have been subjected to discrimination or

harassment, including sexual harassment, you may contact the Title IX Coordinators whose contact information is listed below:

MCC-Districtwide (Employees)	Christina McGee Director of Employee Relations & Training 3217 Broadway, Suite 100 Kansas City, MO 64111-2408	(816) 604-1023
MCC-Blue River	Jon Burke, Dean of Student Development Rene Bennett, Adm. Intern Student Development 20301 E. 78 Highway Independence, MO 64057-2053	(816) 604-6620 (816) 604-6748
MCC-Business & Technology	Karen Moore, Dean of Student Development & Enrollment, MCC-Maple Woods 1775 Universal Avenue Kansas City, MO 64120-1318	(816) 604-3175
MCC-Longview	Karen Goos, Dean of Student Development/Support Services Linda Nelson, Assoc. Dean of Student Development/ Support Services 500 SW Longview Road Lee's Summit, MO 64081-2015	(816) 604-2326 (816) 604-2218
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MCC-Penn Valley	Yvette Sweeney, Dean of Student Development & Enrollment Mindy Johnson, Assoc. Dean of Student Development & Enrollment 3201 Southwest Trafficway Kansas City, Missouri 64111-2764	(816) 604-4114 (816) 604-4134
MCC-Districtwide Confident Reports of Sexual Assault	Kimberly Fernandes, Director of Disability Services 3200 Broadway Kansas City, Missouri 64111-2764	(816) 604-1418

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to protecting the privacy of their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The

Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, that official shall advise the student of the correct official to whom the request should be addressed. This right, however, may not be used to inspect and review the financial records of a student's parents or confidential letters and statements of recommendation as to which the student has waived his or her right to inspect and review to admission to the College, application for employment or receipt of an honor or honorary recognition.

- (2) The right to request an amendment of the student's education record that the student believes is inaccurate, misleading, or in violation of the student's right to privacy. Students desiring an amendment to their education record should write the College official responsible for maintaining the record, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of the student's privacy. The student's right to request amendment may not be used to challenge grades.
- (3) The right to a hearing regarding the request for an amendment of the student's education records. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, as a result of the hearing the College decides the information in the record is inaccurate, misleading or otherwise in violation of the student's privacy rights, the record will be amended accordingly. If the request for amendment is denied, the student will have the right to place a statement in the record commenting on the contested information in it or stating why the student disagrees with the decision of the College, or both. Any such statement will be maintained with the contested part of the record for as long as the record is maintained and will be disclosed whenever the College discloses the portion of the record to which the statement relates.
- (4) The right to prevent the College's disclosure of the student's personally identifiable information from the student's education records in most circumstances. Except to the extent that FERPA authorizes disclosure without consent, the College must obtain the written consent of a student before disclosing that student's personally identifiable information contained in the student's education records. Where required, a student's consent must specify the records to be disclosed, the purpose of the disclosure, and the party or class of parties to whom disclosure may be made. FERPA, however, permits the disclosure of the student's information without his or her consent in certain specified circumstances. Those circumstances include, but are not limited to, the following:
 - a. The College may make disclosures to school officials with legitimate educational interests. A "school official" for this purpose is a person employed by the College in an administrative, supervisory, academic or

research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent) institutional services or functions that the College would otherwise use employees to perform; a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official must be under the direct control of the institution with respect to the use and maintenance of information from education records.

- b. The College also may make disclosures to parents in three situations. First, disclosure of a student’s personally identifiable information to parents, as well as to others with a need to know, is permitted without a student’s written consent in the event of a health or safety emergency. The College may disclose education records in an emergency if the College determines that there is an articulable and significant threat to the health or safety of the student or other individuals. Second, disclosure of a student’s personally identifiable information is permitted to parents of the student if the student is a dependent pursuant to Section 152 of the Internal Revenue Code of 1986 and notice is given to the student that a parent has requested such information. Third, disclosure of a student’s personally identifiable information to parents is permitted without the student’s written consent if the student is under age 21 at the time of the disclosure and has violated a law or College rule or policy governing the consumption or possession of alcohol or a controlled substance.
- c. The College also will disclose educational records to officials of another postsecondary institution where the student seeks or intends to enroll, or where the student is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

(5) The right to opt out of the disclosure of directory information.

- a. Pursuant to FERPA, the College has classified certain personally identifiable information as directory information, which may be released without the student’s consent. The College defines directory information as the student’s name; local and home addresses; telephone number; e-mail address; place and date of birth major field of study; grade level; enrollment status (e.g., full or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and previous educational institution attended. The release of this information may be in written or electronic form, including images of the student.

- b. FERPA permits the College to limit the disclosure of directory information to specific parties, for specific purposes, or both. In the exercise of that authority, the College may release all directory information to members of the College family, defined as administrators, faculty, employees and directors. Other releases will be limited to those situations in which the College, in its discretion, believes the release would recognize a student for academic or extracurricular achievement or otherwise advance the student's career interests or when the College believes the release would serve to advance the interests and image of the College. Examples of such releases would be the disclosure of directory information to prospective employers, financial aid and scholarship agencies or registry, licensure or certification services. Another example would be the release of directory information in connection with College sanctioned alumni affairs.
 - c. Students who wish to restrict the release of certain directory information must submit the appropriate form to the Registrar during the first ten (10) days of each academic term. This form can be obtained from the campus Enrollment Centers. Upon receipt of such request, the Office of the Registrar will designate that the student's directory information is confidential and not to be released outside the College except to individuals, institutions, agencies and organizations as otherwise authorized by FERPA. The College will honor all requests to withhold any of the categories of directory information listed above but cannot assume any responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the student subsequently authorizes its release. A student may not, however, opt-out of disclosure of the student's name, institutional e-mail address, or electronic identifier in the student's classroom. Regardless of the effect on the student, the College assumes no liability for honoring the request of the student to restrict the disclosure of directory information.
- (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Copyright Infringement

Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship," including literary, dramatic, musical, artistic,

and certain other intellectual works. Metropolitan Community College complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. MCC supports the Fair Use section of the Copyright Law (17 U.S.C.107) which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarships and research.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

MCC's policy, regulation, and procedure on copyrighted materials can be found at the following sites: <http://web.mcckc.edu/asp/infoex/prp/files/225040BP.pdf>
<http://web.mcckc.edu/asp/infoex/prp/files/225040DR.pdf>
<http://web.mcckc.edu/asp/infoex/prp/files/225040DP.pdf>

Drug-Free Workplace, Campus and Community

The following contains information on MCC's policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs, the enforcement of federal and state drug laws, and the enforcement of state underage drinking laws. It contains information on the uses and effects of drugs of abuse, federal drug trafficking penalties, and federal penalties and sanctions for illegal possession of a controlled substance. Information on MCC's educational program on drug and alcohol abuse is described.

MCC is committed to a safe, secure, healthful, drug-free work, campus, and community environment, and has adopted the Drug-Free Schools and Communities Act and Drug-Free Workplace Act standards as part of its own policies. Employees are expected and required to report to work and participate in district activities, and students are expected and required to attend classes and participate in district activities, in appropriate mental and physical condition.

All applicable alcohol and drug regulations, including federal and state underage drinking laws, are enforced. The unlawful possession, use, and/or sale of alcoholic beverages and illegal drugs is specifically prohibited and violations carry substantial sanctions. Violators are subject to both MCC's sanctions and criminal sanctions. MCC sanctions can result in disciplinary action up to and including expulsion for students and discharge for employees (see MCC Board Policy and District Regulation 3.30060). Federal penalties for possession and trafficking of controlled substances are listed on the following pages.

Each campus provides educational information on drug and alcohol abuse through the distribution of brochures and through programming scheduled through the student activities offices. Students with alcohol or drug-related problems are encouraged to utilize the services of private and community agencies. The counseling offices on each campus can provide appropriate referral information. Employees with alcohol or drug-related problems are encouraged to utilize the services of the district employee assistance program.

There are serious health risks associated with the use of illicit drugs and the abuse of alcohol. These can include addiction or dependency, physical infirmities and trauma, mental and emotional disorders, and marked changes in behavior.

Alcohol effects - Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicated that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Tobacco-Free Community

Metropolitan Community College is committed to providing a safe and healthy environment for all students, employees, contractors, and visitors. As a result of this commitment, the use, advertising, or sponsorship of tobacco and tobacco substitute products, excluding cessation products, on all campus premises, leased property, and college-owned vehicles is prohibited, with no exceptions. This policy applies to all students, employees, tenants, subtenants, contractors, and visitors.

I. Definitions

- A. Smoking means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lighted tobacco products.
- B. Tobacco use means the personal use of any tobacco product, whether intended to be lighted or not, which shall include smoking, as defined above, the use of an electronic cigarette, or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, any other form of loose- leaf, smokeless tobacco, and the use of unlit cigarettes, cigars, and pipe tobacco.

II. Advertising

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by the college, no tobacco-related advertising or sponsorship shall be permitted on college property or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the college or by a club or association authorized by the college. For purposes of this policy, the term tobacco-related applies to the use of a brand or corporate name, trademark, logo, symbol, motto, or selling message identifiable with any brand of tobacco products or company which manufactures tobacco products.

For additional information on Tobacco-Free MCC go to <http://mcckc.edu/tobaccofree>.

Filing a Complaint

Discrimination and Harassment and Title IX

Student discrimination and harassment grievances and Title IX complaints are handled and investigated through the dean of students' office on each campus with support provided as needed through the human resources office.

Complaints lodged by employees are handled and investigated through the human resources department.

In addition to student and employee discrimination and harassment grievance policies and procedures, information is provided in the student handbook, <http://mcckc.edu/explore/students/gettoknow/compliance.asp> and emailed to students and employees annually. The policies and procedures require that the student or employee be provided copies of the policy and procedure when a complaint is filed. Notice of non-discrimination posters are also displayed on all campuses explaining where to file a complaint of discrimination or harassment, the policies and procedures are also posted on the MCC intra net.

Distance Education Complaint Process

Students are encouraged to first attempt to resolve issues with their instructor. If they are unable to do so the Enrollment Manager for Distance Education will direct the student to the appropriate division chair, if the matter remains unresolved it is forwarded to the dean of instruction for resolution.

Disability Accommodations

Students are encouraged to discuss disability related concerns with the disability services staff at their campus. Disability services will support the students as requested in discussing concerns with faculty, department or program heads. Unresolved issues are forwarded to the dean of students, unless there are claims of discrimination in which case the matter would proceed under MCC's discrimination grievance policy.

Grades

Grade challenges are processed under District Procedure 6.05020 <http://web.mcckc.edu/asp/infoex/prp/files/605020DP.pdf>.

The process is initiated by the student with the instructor and can be appealed in writing to the division chair and then the instructional dean.

General Complaints

General Student complaints require a student who has complaints about a course to first discuss the matter with the instructor or instructors involved. If the issue cannot be resolved, then the student can proceed to the appropriate division chairperson. If the student is still not satisfied, then he or she can discuss the situation with the dean of instructional services. If the problem persists, then the dean of instructional services will appoint a faculty committee to resolve the issue. Students who have complaints about issues outside the classroom process these complaints through the dean of students.

Complaint Notification

<http://mcckc.edu/explore/students/rightsandresponsibilities/complaints.asp>

Other Avenues for Complaints

Students are notified that complaints in the following categories do not need to exhaust the internal complaint procedure.

- Complaints of criminal misconduct may be filed directly with local law enforcement authority.
- Complaints related to violations of federal law may be filed directly with the federal agency overseeing the law (see Notice of Nondiscrimination and FERPA Policy).

Additionally, Students who have exhausted the internal complaint process may submit their complaints as follows:

All complaints may be lodged with the Missouri Department of Higher Education (MDHE) only after exhaustion of all informal and formal institutional processes. MDHE requires as a prerequisite to filing any formal complaint that the student verify exhaustion of all informal and formal remedies. A student must first call MDHE at 573.526.1577 to indicate their desire to file a complaint. At that time the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether the administrative process available within MCC has been exhausted. If after screening the applicant still desires to initiate a formal complaint, the MDHE will send complainant the form to fill out and return for that purpose.

Equity in Athletics (EADA)

Metropolitan Community College annually submits information to the Department of Education in response to the Equity in Athletics Disclosure Act (EADA). This information helps prospective student-athletes make decisions about their potential or continued enrollment in a postsecondary institution. The information can help to assess an institution's commitment to and progress toward gender equity in its intercollegiate athletic program. MCC has athletic programs at its Blue River, Longview, Maple Woods, and Penn Valley campuses. This report includes information about students (the number of students, by gender and ethnicity) who have received athletically-related student aid. The numbers are listed by college and sport. Information is available for the 2011-2012 and 2012-2013 academic years. Unduplicated headcount by gender and ethnicity is also listed for each college. Equity in Athletics information for each of these schools is located at www.ope.ed.gov/athletics.

Graduation, Transfer, and Retention Rates

The MCC Office of Research and Assessment annually prepares information on graduation and transfer rates. One report gives information on the graduation and transfer rates for first-time, full-time, degree-seeking students. An additional report gives information on the graduation and transfer rates for student athletes. These reports are available on the MCC website at www.mcckc.edu

> Explore MCC > Our Students: Rights and Responsibilities > Graduation and Transfer Rates. The research office also prepares reports on retention information for MCC students. This information can be found on the MCC website at www.mcckc.edu > Services > Research Department > Outlook, Factbooks & Characteristics and Publications and Survey Reports. If you have questions or need a printed copy of this information, call (816) 604-1167.

Graduate Placement Information

MCC's Office of Research and Assessment annually collects information on job placement of MCC's degree and certificate graduates. The Student Employment Services office at each campus location assists in the collection of information.

Several reports address placement of graduates. The Graduate Follow-up Report provides information that includes demographics, the number of graduates by degree type and program, the employment and continuing education status for graduates following completion and student satisfaction ratings. The Graduate Employment Outlook documents detail the national, state and local employment trends for graduates of AAS degree and certificate programs offered at MCC. Also provided are the number of graduates per year for each program, the average number of semesters they took to complete the program, and their employment status following graduation. These reports can be found on the MCC website at www.mcckc.edu > Services > Research Department > Outlook, Factbooks & Characteristics and Publications and Survey Reports.

Student Consumer Information

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs make a variety of disclosures to students. Many of these disclosures are listed in this report. Additional required student consumer information can be found on the MCC website at <http://www.mcckc.edu/StudentConsumerInfo>.