Non-Discrimination Policy

The College of Saint Rose does not discriminate on the basis of age, race, color, sex, religion creed, disability, national/ethnic origin, gender identity or expression, sexual orientation, familial status, marital status, military status, domestic violence victim status, or other protected statuses in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics and other school-administered programs. The College’s Notice of Non-Discrimination is available at https://www.strose.edu/wp-content/uploads/2016/09/Notice-of-Non-Discrimination.pdf.

Grievance Procedures

I. Purposes:

These Procedures provide the grievance process for Students to follow when they believe they have been discriminated against or harassed on the basis of any of the protected statuses listed in the Non-Discrimination Policy above.

These Procedures do not apply to Students who believe that they have been subjected to sexual harassment, assault, or misconduct. In these situations, the College’s Sexual Harassment and Misconduct Policy applies. See www.strose.edu/titleix.

II. Definitions:

A. Designated Official – A College Employee who is designated to receive and investigate complaint of discrimination and/or harassment.

B. Discrimination – Treating a Student or applicant for admission unfavorably because of that individual’s Protected Status.

C. Employee – In this Policy, Employee refers to individuals who hold full-time and part-time positions as faculty members, administrators, or staff members.

D. Harassment – Severe, persistent or pervasive conduct towards or about a Student or applicant on the basis of that Student’s or applicant’s Protected Status that creates a hostile working environment.

E. Respondent – The individual who the complaint is filed against under this Policy.

F. Retaliation – Treating someone differently or subjecting that individual to an adverse employment action because the individual:
   1. Filed a complaint alleging discrimination or harassment,
   2. Reported an incident of discrimination or harassment, or
   3. Participated in an investigation of discrimination or harassment
G. Sexual Harassment – Severe, persistent or pervasive and objectively offensive unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or communication of a sexual nature that creates a hostile working environment.

H. Student – An individual who is currently attending the College or has applied for admission to the College.

III. Procedures:

A. Informal Process:

1. Students who believe that they have been harassed or discriminated against on the basis of a Protected Status shall contact the applicable Designated Official:

   **Complaints Filed About Non-Faculty Employees:**
   Jeffrey Knapp
   Associate Vice President for Human Resources and Risk Management
   knappj@strose.edu
   518-458-5374

   **Complaints Filed About Faculty Employees:**
   Ian MacDonald
   Dean of Math & Science
   macdonai@strose.edu
   518-458-5396

   **Complaints Filed About Students:**
   Rita McLaughlin
   Director of Student Conduct
   mclaughr@strose.edu
   518-454-5170

2. In most instances, Students should contact the Designated Official promptly and within 30 days from the date in which the alleged discrimination or harassment took place. If the Student is unable to contact the applicable Designated Official, the Student may contact the Chief Diversity Officer, General Counsel, or another Designated Official so the College can determine who should handle the matter.

3. The Designated Official will meet with the Student and collectively they will determine if an informal review may be appropriate. This could include mediation, discussions with a supervisor, or another potential resolution.

B. Formal Process:
1. If the informal process is unsuccessful or if the Designated Official determines that an informal process should not be utilized, the Student may file a formal complaint by providing as much information as possible about the alleged discrimination and/or harassment.

2. Within 10 days of receiving a formal complaint, the Designated Official or a third party appointed by the College (the “Investigator”) will begin an investigation. If needed, the Investigator will consult with the College’s General Counsel or Human Resources Office throughout the investigation. A second person will accompany the Investigator during all meetings with the Student filing the complaint (the “complainant”), respondent, and witnesses.

3. The investigation will include meeting with the complainant, respondent and any identified witnesses or other individuals who may have knowledge about the matters in the complaint and any supporting documentation/evidence associated with the complaint.

4. At the conclusion of the investigation, the Investigator will prepare a written report which must include the following components:
   a. A summary of the complaint,
   b. A summary of the respondent’s response,
   c. A summary of the statements and evidence obtained during the investigation,
   d. A recommendation on whether or not this Policy was violated with an explanation to support that recommendation,
   e. If the Investigator believes that a violation occurred, a statement about the severity of the violation, and
   f. A recommendation with respect to any disciplinary action that should be taken.

5. The Investigator will forward the completed report to one of the following division heads:
   a. For complaints filed against administrators, staff, or third parties – to the Vice President for Finance and Administration,
   b. For complaints filed against faculty – to the Provost and Vice President for Academic Affairs, or
   c. For complaints filed against Students – to the Vice President for Student Development & Chief Diversity Officer.

6. The applicable division head will consult with the Vice President for Student Development & Chief Diversity Officer, Associate Vice President for Human Resources, and/or General Counsel, as needed, and issue a final decision regarding the complaint. If termination is recommended, the
applicable employee handbook, student handbook, or union contract will be followed.