

## **How to File a Discrimination Complaint with CAC and/or the Office for Civil Rights**

The Office for Civil Rights (OCR) enforces five federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in program or activities that receive federal financial assistance from the Department of Education (ED).

Discrimination on the basis of race, color and national origin is prohibited by Title VI of the civil Rights

Act of 1964: sex discrimination is prohibited by Title IX of the Education Amendments of 1972:

discrimination on the basis of disability is prohibited by section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (Title II prohibits discrimination on the basis of disability by public entities, whether or not they receive federal financial assistance):

And age discrimination is prohibited by the Age Discrimination Act of 1975.

### **Who can file a Discrimination Complaint**

Anyone who believes that an education institution that federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age, or who believes that a public elementary or secondary school, or state or local education agency has violated the Boy Scouts of America Equal Access Act, may file a complaint. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

### **Timeliness**

A complaint must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause.

### **Institutional Grievance Procedures**

Prior to filing a complaint with OCR against an institution, a potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. However, a complainant is not required by law to use the institutional grievance process before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after the last act of the institutional grievance process. **To file an institutional complaint please fill out an incident report form and submit a copy to each of the following departments: Dean of Student Life, Campus Police, and Human Resources.** Incident report forms can be downloaded from the CAC website: [www.centralaz.edu](http://www.centralaz.edu)

If you have a concern or feel you have been discriminated against please follow the steps below in order to protect your rights:

1. Contact the Disability Student Services Office with concerns or complaints related to disability issues. The Disability Office will assist you with your concerns or complaints. If the incident continues then...
2. File an incident report according to CAC policy and submit a copy to the Dean of Student Life, Campus Police, and CAC Human Resources. Incident reports are available for download at [www.centralaz.edu](http://www.centralaz.edu) If the incident still continues then...
3. File a discrimination complaint with the Office of Civil Rights. To file this type of complaint go to Disability Student Services and request OCR complaint information.