

Document XXX**DISCRIMINATION POLICY AND PROCEDURES****I. Statement of Policy**

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans with Disabilities Act. Inquiries regarding the nondiscrimination policies should be addressed to the University's EEO Compliance Officer.

The University's statement of nondiscrimination will be published in various official publications, including the *Undergraduate* and *Graduate Bulletins*, the *Faculty Handbook*, and the *Student Handbook*.

II. Applicable Procedures

Any individuals who believe that they have been the victims of illegal discrimination may bring a complaint or file a grievance. Complaints will be handled informally, while grievances will involve a formal investigation and may result in hearings.

A. Bringing a Complaint

1. Any member of the university community who believes that he/she has been the victim of discrimination on any grounds listed in Section I above (the complainant) may bring the matter to the attention of the University's EEO Officer who will advise the complainant of his/her rights in the complaint, including the right to pursue resolution of the complaint through the U.S. Office of Civil Rights. Should the complainant wish to redress the complaint using University procedures, the EEO Officer will direct the person to one of the following individuals:
 - a. the Associate Dean of Students, if the complainant is a student;
 - b. the grievance officer charged by the University President with investigating such complaints, if the complainant is an employee.
2. The complainant should present the complaint as promptly as possible after the alleged discrimination occurs. One consequence of failure to present a complaint promptly is that it may preclude recourse to legal procedures should the complainant decide to pursue them at a later date.
3. The initial discussion between the complainant and the University official will be kept confidential. In many cases a satisfactory resolution of the complaint can be worked out at this point and no further action is required. If the complainant accepts the resolution of the matter, he/she will acknowledge that fact in writing.

B. Filing a Grievance

1. If a satisfactory solution to the complaint cannot be reached and the individual (grievant) decides to proceed, a written statement describing the alleged discrimination should be submitted to the Associate Dean of Students or grievance officer designated by the President, as appropriate.

2. The Associate Dean of Students/grievance officer shall provide the alleged offender with a written statement of the complaint. Every effort shall be made to protect the grievant from retaliatory action by those named in the grievance.
3. Promptly after the grievance is submitted, the Associate Dean of Students/grievance officer should initiate appropriate steps to effect a resolution of the grievance acceptable to both parties.
4. The grievant, if unsatisfied with the resolution proposed above, shall notify the Associate Dean of Students/Grievance Officer. The grievant shall have access to the formal grievance procedures of the University upon prompt submission of a written request to the University President. The request must be submitted within (10) days following notification to the Associate Dean of Students/Grievance Officer. The grievance will be heard by the University Discrimination Appeals Committee.
5. The Discrimination Appeals Committee is a committee of five to seven members appointed by the University President, who in making the appointments will attempt to provide representation to both parties in the grievance (e.g., by appointing student members, if a student is involved, faculty members, if a faculty member is involved, etc.).
6. The Associate Dean of Students/grievance officer will meet with the Discrimination Appeals Committee to explain the claims of the grievance and the steps that have been taken to resolve it. The Discrimination Appeals Committee will then conduct its own inquiry into the case and communicate its findings to the University President.
7. The University President will make the final disposition in the case in accordance with University policy.