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Adopted March 1, 2002 Central Maine Community College 1250 Turner Street Auburn, ME 04210 Edited June 2021

Central Maine Community College is an equal opportunity / affirmative action institution and employer. For additional information, please call (207) 755-5396.

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Central Maine Community College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, or age or marital, parental or veteran's status in its programs and activities. Inquiries about the College's compliance with and policies that prohibit discrimination on, these bases may be directed to:

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Jalbert Hall, CMCC

1250 Turner Street, Auburn, ME 04210 Telephone: 207-755-5396 Maine Relay Service: 800-457-1220 Fax: 207-755-5482

E-mail: humanresources@cmcc.edu

Internet: www.cmcc.edu

#### **United States Department of Education**

Of ce for Civil Rights

207-755-53617-289-006C/Fang (h-US)/MCD 45 BDC 643.31/21 H2070 0 0 10T36 606.519.78 T498F2207-755

Central Maine Community College's A f rmative Action Plan was developed to comply with the doctrines of fair and equal employment and educational practices as mandated by various federal and state regulations, including Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Age Discrimination Act of 1975; and the Maine Human

### **AFFIRMATIVE ACTION COORDINATORS**

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<i a Ub FYgc i fWYgž 5 f a Uh] jY 5 Wh]cb C WYf • Compliance with Title IX of the Education Amendments of 1972</pre>

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>Ybb]ZYf'@mcbgž'8]gUV]`]h]Yg'7ccfX]bUhcf • Services to Students with Disabilities

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 jlyons@cmcc.edu

#### **GOAL OF THE AFFIRMATIVE ACTION PLAN**

The goal of the A f rmative Action Plan is to provide awareness of CMCC's policies on non-discrimination and diversity. It also provides guidance to members of the CMCC community in dealing fairly with students and potential students, employees and potential employees and members of the general public.

Each employee has a responsibility for implementing the A f rmative Action Plan and must take a role in promoting an environment that accepts a standard of nondiscrimination.

As students and potential students, employees and potential employees and members of the general public interact with the personnel of the College, they are exposed to attitudes and behaviors that give them messages about who they are, how they are valued, and what they may become. Therefore, administrators, department chairpersons, instructors, support staf, and resident assistants, or any student acting in an of cial capacity, must take appropriate action to prevent discrimination.

## **RECRUITMENT AND EMPLOYMENT**

CMCC will recruit for employment in such a way that under-represented groups have an equal opportunity to apply					

#### **RECRUITMENT AND ADMISSION OF STUDENTS**

The goal of the Afrmative Action Plan is to provide awareness of CMCC's policies on non-discrimination and diversity. It also provides guidance to members of the CMCC community in dealing fairly with students and potential students, employees and potential employees and members of the general public.

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### **ROLE OF THE AFFIRMATIVE ACTION OFFICER**

The Afrmative Action Of cer shall assist the College in complying with applicable laws and regulations and with the terms of CMCC and MCCS Policy regarding afrmative action and non-discrimination, and the requirements of this plan

Administration of the Policy and Plan

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## POLICY STATEMENT AGAINST SEXUAL AND OTHER ILLEGAL HARASSMENT

Discrimination, including sexual harassment, is a violation of the Student Code of Conduct and the Policies of Central	

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This section sets forth the policy of Central Maine Community College (College) for qualified students ("students") and employees ("employees") with legally recognized disabilities ("disabilities") who are entitled to and who are requesting reasonable accommodations ("accommodations"). The purpose of this document is to guide College students, faculty and staf in providing and receiving disability related services. No portion of this document is intended to expand or diminish any right or obligation imposed by law.

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#### 1. Statement of 7 ollege Policy

Pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; and Maine Human Rights Act, the College is committed to helping

## POLICY AND PROCEDURES REGARDING DISABILITIES AND REQUESTS FOR ACCOMMODATIONS

- **d.** at the initial consultation, provide current and valid documentation of the alleged disability. This documentation must specify the nature of the disability, how the disability a fects the student in a college environment, and recommendations for accommodations to remediate competitive disadvantage. Examples of current and valid documentation include, but are not limited to:
  - (i) written assessment completed by a licensed or certifed professional qualifed to evaluate the disability; or
  - (ii) written evaluation based on assessment reports from the student's most recent secondary or post-secondary school.

A prospective or current student who believes that he or she may have a disability that is currently undiagnosed, undocumented or insuff ciently documented should meet with the Coordinator for referral assistance.

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The Coordinator will review the disability documentation, the student's prior disability-related services and other pertinent information. The Coordinator may also consult confidentially with the person(s) assessing the student's disability and those College of cials who the Coordinator deems necessary to the appropriate decision.

#### a. Approval of the Student's Request

If the Coordinator fnds the student eligible for accommodation, the Coordinator will discuss with the student the accommodations appropriate and reasonable under the circumstances. If the student and Coordinator agree to the provision of certain accommodations, the Coordinator will memorialize that agreement in a draft confdential Memorandum ("Memo") to the student. The student must approve, revise or reject the Memo and return it to the Coordinator. If the student wishes to revise or reject the Memo, the student must make an appointment and meet with the Coordinator and if the student and the Coordinator agree to different terms the new terms will be similarly be memorialized and approved, revised or rejected.

By agreeing to the terms of the Memo, the student understands that the Coordinator may share, conf dentially, with necessary College personnel, information regarding the student's needs. The student must also meet with the afected instructor(s) to coordinate implementing the recommended accommodations. When requested by the student, the student's academic advisor and/or the Coordinator may assist in this efort.

As necessary, the student must arrange to renew or update the terms of the Memo at the beginning of each semester.

#### **b**. Disapproval of the Student's Request

If the Coordinator fnds the student ineligible for accommodation, or if a requested accommodation is denied by the Coordinator, the Coordinator will so notify the student. The student may then grieve the Coordinator's decision pursuant to the Grievance Procedure in Section III.

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Faculty, instructors, staf and administrators are situated to play an important role in this process. They are encouraged to refer to the Coordinator students who disclose a condition that may be disabling or who request an accommodation. Such persons may be asked to participate in identifying and assessing possible accommodations. Such persons shall keep confidential all such information regarding the student, and shall implement the accommodation(s) deemed reasonable by the College President. Faculty, instructors, staf and administrators with concerns or questions regarding a disability or its accommodation should bring these concerns or questions to the attention of the Coordinator as soon as possible.

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#### 3. Accommodations

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