

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS**

**DISCRIMINATION COMPLAINT FORM**  
NON-DISCRIMINATION POLICY/STATEMENT

*This form shall be used by the Office of Student & Legal Affairs or other designated College Official to make a complaint of illegal discrimination. See the last page for a general description of the process. NOTE: Title IX complaints are handled by a different (albeit similar) process.*

**Non-Discrimination Statement**

Allegany College of Maryland does not discriminate against any individual for reasons of race, ethnicity, color, sex, religion or creed, sexual orientation, gender identity or expression, national origin, age, genetic information, familial status, disability or veteran status in the admission and treatment of students, educational programs and activities, scholarship and loan programs, or to terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Allegany College of Maryland complies with applicable state and federal laws and regulations prohibiting discrimination and Maryland prohibits retaliation in any form against any person who reports discrimination or who participates in an investigation.

**Directions:** Complete this form in its entirety. Use additional sheets if needed. Attach a typed statement and any supporting documentation. (Incomplete complaints will be returned to the submitter.) Then send everything to Dr. Renee Conner, Dean of Student & Legal Affairs. CC-152 via hand-delivery, postal mail, email ([rconner@allegany.edu](mailto:rconner@allegany.edu)) or fax (301) 784-5068.

**Your Name (Complainant):** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. **What** type of illegal discrimination is being alleged?

- |   |   |
|---|---|
| <input type="radio"/> Race              | <input type="radio"/> Genetic information |
| <input type="radio"/> Ethnicity         | <input type="radio"/> Disability          |
| <input type="radio"/> Color             | <input type="radio"/> Veteran status      |
| <input type="radio"/> Religion or creed | <input type="radio"/> Familial Status     |
| <input type="radio"/> National origin   |   |
| <input type="radio"/> Age               |   |

\* Sex, sexual orientation, gender identity, and gender expression discrimination are Title IX cases.

2. **Who** is the College Official(s) you are accusing of illegal discrimination?

\_\_\_\_\_

3. **When** did the discrimination being alleged occur? (ie., date, time) Reports should be made in a timely manner.

\_\_\_\_\_

4. **Where** did the discrimination being alleged occur? (ie., location)

\_\_\_\_\_

5. Describe in detail the discriminatory act(s) being alleged? **Be specific.** Must be typed.

- >> Vague claims are insufficient to support action by the College.
- >> The complaint should provide details about the nature of the discrimination being alleged.
- >> The complaint should describe whether/how the College Official treated the complainant differently than others in similar circumstances.
- >> Attach any supporting documentation.

6. **What** would resolve the issue or concern for you? **Be specific.** Must be typed.

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**Upon receiving a report of alleged discrimination by a College Official, Allegany College of Maryland will:**

1. Review the written Discrimination Complaint Form and any related documentation.
2. Determine if the report alleges illegal discrimination and is specific and credible.
3. If so, conduct an informal preliminary inquiry of the complaint.
  - ›› *Accused College Official is provided a copy of the complaint*
4. Take immediate and appropriate action to stop any discrimination that is occurring
5. Determine if there is reasonable cause to support an accusation of discrimination.
  - ›› **Standard: Sufficient, substantiating evidence**
6. If so, conduct a prompt, adequate, reliable, and impartial formal investigation of the complaint.
7. Determine if discrimination occurred.
  - ›› **Standard: Preponderance of the evidence**
8. Take immediate and appropriate action to prevent its recurrence
9. Take immediate and appropriate action to remedy the effects upon the complainant.
10. Follow all appropriate procedures as detailed in the Human Resources Manual and other institutional policies.
11. Preserve the confidentiality and dignity of all parties;
12. Comply with other legal and policy/procedure requirements – coordinating this process with other procedures where appropriate for efficiency and fairness to all parties.

NOTE: No particular outcome is guaranteed.

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**Informal Resolution:** *At any point in the complaint process, if a mutually agreeable solution is reached, the matter may be closed without penalty or consequence to any party. The Dean of Student & Legal Affairs reserves the right to suggest resolutions at any time. The resolution shall be documented and provided to both the complainant and the accused College Official. Written confirmation may be requested*

**Withdrawing a complaint:** *Any person who has submitted a Discrimination Complaint Form has the option to subsequently withdraw the complaint without penalty or consequence. Circumstances may change or, as the complaint process unfolds, a mutually acceptable resolution is reached. Such an “exit” from the complaint process may occur at any stage. If that occurs, the complainant should notify the Dean of Student & Legal Affairs. Written confirmation may be requested.*

**Third Party Communication:** *Only the persons involved in the complaint will receive any communication about the complaint from College Officials; third parties will not be given information regarding any of the specifics related to a complaint or information that compromises the integrity of the process or the confidentiality and dignity of any person.*

**Attorney(s):** *This process is NOT a legal proceeding, and legal standards do not apply. Therefore, lawyers are neither necessary nor may participate. However, at any point in the complaint process, any person may consult an attorney at his/her own expense.*