

## Tabor College Notice of Non-Discrimination

The mission of Tabor College is to prepare people for a life of learning, work, and service for Christ and His Kingdom. The vision of Tabor College is to be the college of choice for students who seek a life-transforming, academically excellent, globally relevant and a decidedly Christian education. The Core Values are Christ-centered, learning, involvement, community, and service.

In fulfilling its mission, vision, and values, Tabor College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The commitment to non-discrimination is in accordance with, but not limited to the following laws:

- 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
- Age Discrimination Act of 1975

All forms of sexual harassment and violence are included in the Tabor College commitment to non-discrimination. In addition to the policies contained in this notice of non-discrimination, additional definitions, policies, and grievance procedures can be referenced in the following documents:

Tabor College Sexual Harassment and Title IX Policy < <http://tabor.edu/consumer-information-disclosure/>>

Complaint/Grievance Procedures < <http://tabor.edu/consumer-information-disclosure/>>

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator – Employee/Student  
Provost  
400 South Jefferson  
Hillsboro, KS 67063  
620-947-3121 Ext 1044

Disability Services  
Provost  
400 South Jefferson  
Hillsboro, KS 67063  
620-947-3121 Ext 1044

Employee Concerns - Title VI, Disability, and Age Concerns  
Provost  
400 South Jefferson

Hillsboro, KS 67063  
620-947-3121 Ext 1044

### Grievance Procedures

The following grievance procedures will be used for all categories of potential discrimination mentioned above, *excluding* sexual harassment/Title IX complaints and ADA grievances, which are included in the policies referenced above for employees and students.

Tabor College seeks to create an environment which is free from threatening or offensive behavior. **Community members are encouraged to report any incident contrary to this ideal.**

Harassment or discrimination in regard to age, disability, national origin, race, sex or any other class protected by law will be subject to disciplinary action.

Harassment includes, but is not necessarily limited to jokes, comments, cartoons, pictures, etc., which are offensive or use derogatory language. The absence of intent to harass is NOT determinative of whether or not harassment has, in fact, occurred. Discrimination includes, but is not limited to removal or granting of privileges, selections for job assignment or advancement, evaluation, recommendation or resource administration.

Community members (faculty, staff, or students) who wish to report an incident of harassment or discrimination will need to follow the grievance procedures outlined below:

1. Community members wishing to report an incident of harassment or discrimination (reporting party) must contact one of the following people to initiate grievance procedures.

Dean of Student Life  
620-947-3121 Ext 1033

Director of Student Success  
620-947-3121 Ext 1223

Vice President for Business and Finance  
620-947-3121 Ext 1050

Provost  
620-947-3121 Ext 1044

2. Reporting party must submit written notice of the desire to file a complaint, along with description of harassment and/or discrimination. The written notice must include (1) the name and address of the person making the complaint ("reporting party"); (2) a brief description of the alleged discriminatory action or actions; (3) the date or dates of the

alleged discriminatory actions; and (4) the person or persons alleged to have engaged in the discriminatory action or actions. The written notice will be forwarded to the Community Life Council (CLC) for review.

The CLC is made up of five members of the Tabor College community, including two faculty members, a staff member, and is chaired by the Dean of Student Life for student complaints and chaired by the VP of Academic Affairs for employee complaints. Members of the CLC are approved each year by the Executive Team.

3. As soon as possible and no later than 30 days, the CLC will conduct a hearing to review the complaint. In the interim it may be necessary for the acting chair of the CLC to further investigate the complaint. The investigation may include, but not limited to interviewing persons knowledgeable of the incident and may require the reporting party or accused party to provide additional evidence or documentation. The investigation and hearing will be impartial and will include the opportunity of both parties to present witnesses and other evidence.
4. Upon completion of the investigation hearing by the CLC, a written notice of resolution will be sent to both parties within 3 business days.
5. An appeal process is available to either party after resolution has been received. The appeal must be made in writing to the President within five days of the resolution being received. The appeal must include reasons, rationale, or additional evidence for President or a group that is assigned by the President to review. Results of the review include, but are not limited to affirming original conclusion, modifying conclusions, or refer for additional review. Written response will be given to each party after review process.

For further information on notice of non-discrimination, contact:

Office for Civil Rights (Kansas City)  
U.S. Department of Health and Human Services  
601 East 12th Street - Room 353  
Kansas City, MO 64106  
Customer Response Center: (800) 368-1019  
Fax: (202) 619-3818  
TDD: (800) 537-7697  
Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)