

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
Vice President for Academic Affairs
400 South Jefferson
Hillsboro, KS 67063
620-947-3121 Ext 1044

Disability Services
Vice President for Academic Affairs
400 South Jefferson
Hillsboro, KS 67063
620-947-3121 Ext 1044

Employee Concerns - Title VI, Disability, and Age Concerns
Vice President for Academic Affairs
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. Community members are defined as faculty, staff, students, or members of the public.

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 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 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

Vice President for Academic Affairs
620-947-3121 Ext 1044

2. The reporting party must submit written notice of the desire to file a grievance, along with description of harassment and/or discrimination. The written notice must include 1) the name and address of the person filing the grievance; 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 four members of the Tabor College community, including one faculty member, one staff member, and is chaired by the Dean of Student Life for student

complaints and chaired by the VPAA for employee complaints. Members of the CLC are approved each year by the Cabinet.

3. As soon as possible and no later than 30 days, the CLC will convene 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 be 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 review process will be impartial and will include the opportunity for both parties to submit written statements of support and/or other evidence. The evidentiary standard for an adverse determination is the preponderance of the evidence. This standard means that the alleged harassment and/or discrimination was more likely than not to have occurred.
4. Upon completion of the CLC review, a written notice of finding will be sent to all parties within 3 business days. Statements of finding may or may not include corrective action(s)/statement(s) of redress.
5. An appeal process is available to any party after a CLC finding has been determined. The appeal must be made in writing to the president of Tabor College within five days of the finding being received. The appeal must include a compelling rationale and/or additional evidence that was not available earlier. The president or a group assembled by the president will conduct the review. Results of the review include, but are not limited to affirming the CLC finding(s) or modifying the finding(s). The review decision is final and not subject to further appeal. A written response will be given to each party at the conclusion of the appeal 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