

Title VI and IX Policy and Grievance Procedure

Civil Rights Compliance Policy

Brewton-Parker College complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d, *et seq.*) and Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*) and is committed not to discriminate on the basis of race, color, sex, national or ethnic origin, or other characteristics protected by law in any of its policies, practices, procedures, programs, or activities.

Title VI and IX Grievance Procedure

In compliance with applicable law, Brewton-Parker College has developed the following procedures for all complaints arising from discrimination or harassment based on race, color, sex, or national or ethnic origin under Title VI or Title IX. Such complaints should be submitted to the College's Civil Rights Compliance Officer, appointed by the President, for resolution.

The Civil Rights Compliance Officer receives complaints, helps mediate disputes, and facilitates forwarding of the complaints, when necessary, to the Grievance Committee, which has responsibility for hearing the complaints and making decisions on matters that cannot be resolved at a lower level. In the event the Civil Rights Compliance Officer is the subject of a complaint, the college also has designated an alternate. Contact information for the Civil Rights Compliance Officer and alternate are as follows:

Civil Rights Compliance
Officer

Robert M. Brian, Provost
and Senior Vice President
Office: Gates Hall, 1st Floor
201 David-Eliza Fountain Circle
Mount Vernon, GA 30445
Email: <rbrian@bpc.edu>
Phone (W) 912-583-3108
Cell Phone: 504-220-9701

Alternate Civil Rights
Compliance Officer

E. Lynn Addison, Associate
Provost for External Programs
Office: Jordan Building, Room 118
540 North Robinson Street
Mount Vernon, GA 30445
Email: <laddison@bpc.edu>
Phone (W) 912-583-3286
Cell Phone: 478-410-2110

The procedures are as follows:

1. All complaints must be written, dated, signed by complainant, and filed with the "Civil Rights Compliance Officer" of the College.
2. Initially upon receipt of a complaint the officer will conduct a preliminary investigation to gather and preserve available evidence, including relevant party and witness statements, photographs, videos, emails, texts, social media artifacts, and other documents or things.

3. The officer also will conduct informal efforts to resolve the complaint through interactive conversation with the complainant, defendant, witnesses, or others, or through informal mediation.
4. If the complaint cannot be resolved informally within five (5) calendar days, then the officer will schedule a meeting of the standing Grievance Committee to hear and decide the matter no later than ten (10) calendar days from the date the officer received the complaint.
5. All parties will be notified in writing of the date, time, and place of the meeting.
6. Complainant will be invited to state the nature of the alleged discrimination before the Grievance Committee and answer any questions the members may want to ask.
7. Any party to the proceeding has the right to present direct testimony through witnesses and/or any other relevant evidence in support of the party's allegations or defense.
8. All parties will be given written notice of the Grievance Committee's decision within five (5) calendar days following the meeting, including the basis for the decision.
9. Within seven (7) days of Complainant's receipt of written notice of an adverse decision by the Grievance Committee, the parties may file an appeal with the standing College Appeals Committee. Like the original complaint, the parties should submit an appeal to the Provost and Senior Vice President or the alternate if the Provost and Senior Vice President is the subject of the complaint.
10. The officer will schedule a meeting for the College Appeals Committee to hear and decide the appeal no later than five (5) calendar days from the date the officer received the appeal.
11. All parties will be notified in writing of the date, time, and place of the appeal hearing before the College Appeals Committee.
12. In an appeal before the College Appeals Committee, each party will be accorded the same rights (described in Procedures 5-8 above) as were available when appearing before the Grievance Committee.
13. All parties will be given written notice of the College Appeals Committee's decision within five (5) calendar days following its decision, including the basis for the decision.
14. Except upon presentation of new evidence unavailable at the time of the appeal, the decision of the College Appeals Committee will be final and not subject to review by college officials.
15. The College will take steps to prevent recurrence of any discrimination and to correct discriminatory effects on the complainant and others, if appropriate.

16. Publication of the above procedures will be made to all students and employees of Brewton-Parker College.

Note: The Grievance Committee does not consider cases involving termination or non-renewal of employment except in the case of an alleged violation of Title VI or Title IX, nor does the committee hear complaints of an ethical nature between two or more employees. In accordance with the college's Bylaws, the president has final authority over employment and separation of all personnel.

Within seven calendar days from notice of an adverse decision by the College Appeals Committee and upon presentation of new evidence unavailable at the time of the appeal, an aggrieved party may petition the Provost and Senior Vice President for further review and/or for a rehearing of the committee's decision. Such petition must be in writing and submitted to the Provost and Senior Vice President by email. Upon receipt of a petition for final review, the Provost and Senior Vice President has full discretion to grant or deny the request, amend or vacate the committee's decision, or remand the case for further consideration by the committee. Such review or rehearing is a discretionary appeal of last resort, after which a student has no further recourse under Brewton-Parker policy.