

# TOP TEN NOTICE of Nondiscrimination

## ANNUAL NOTICE OF NONDISCRIMINATION

1. The Annual Notice must state that the community college does not discriminate on the basis of race, color, national origin, sex, or disability.
  - These categories are required fields and must all be present.
2. The Notice must state that nondiscrimination applies to all areas of the community college.
3. The Notice must include the title, address, and telephone number for the designated Title IX and/or Section 504 Coordinator(s).
4. The Notice must assure readers that lack of English language skills will not be a barrier to admission and participation in CTE programs.
5. The Notice must include a brief description of CTE program offerings and admission criteria.
6. The college must disseminate the Notice on an annual basis, prior to the beginning of each school year, to students, parents, employees, and the general public.
7. The college must disseminate the Notice in multiple formats.
8. The Notice must be made available in formats that are accessible to individuals with disabilities.
9. If the college service area contains a community of national origin minority persons with limited English language skills, public notification materials must be disseminated to that community in its language.
  - The college should have a process for determining the area's primary languages and should consider data beyond the community college demographics.
10. The Notice must include a statement that informs students they may file complaints with the aforementioned coordinators OR directly with the Office for Civil Rights. Either a link to the OCR website or their mailing address should be provided.

### APPLICABLE LAWS

Federal Civil Rights laws require all colleges that receive federal funds to produce and disseminate public notices of nondiscrimination. The requirements for information contained in these public notices, their format, and the methods of acceptable dissemination are outlined in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990 and are explained in the Guidelines for Vocational Education Programs.

For more information regarding a Civil Rights Review or Technical Assistance contact:

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# RESOURCES

The following is a list of information and resources that will assist your college in creating and assessing the compliance of your institution's Notice of Nondiscrimination. More detailed information on this and other civil rights issues can be found at the following websites:

## **Illinois Center for Specialized Professional Support**

[icsps.illinoisstate.edu/](http://icsps.illinoisstate.edu/)

## **Illinois Civil Rights Review**

[www.ilcivilrightsreview.com/](http://www.ilcivilrightsreview.com/)

## **Interactive Self-Assessment Guide**

<http://www.ilcivilrightsreview.com/standards/administration/public-notification/>

## **Reference Sheet for Notice of Nondiscrimination and Title IX and Section 504 Coordinator + Sample Notice**

<http://www.ilcivilrightsreview.com/resources/quickstart/administration-public-notification/#>

## **Department of Education Brief on Notice of Nondiscrimination**

<http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>

### **DID YOU KNOW?**

The notice of nondiscrimination must also be produced as a continuous statement that condenses the policies of nondiscrimination and is used on all material distributed to potential or current students and employees.

### **Sample Continuous Notice:**

The college does not discriminate on the basis of race, color, national origin, sex, or disability.



### **Sources**

US Department of Education Office for Civil Rights. "ED/OCR: Notice of Nondiscrimination (2010)." US Department of Education. August 2010. Accessed February 06, 2017. <https://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html>