



# Daytona State College Procedure Manual

<b>Title:</b> STUDENT HARASSMENT/DISCRIMINATION/ VIOLATION OF RIGHTS	<b>Number:</b> 311(b)
<b>Based on Policy Number and Title:</b> 3.11 HARASSMENT PROHIBITION	<b>Page:</b> 1 of 2

I. PURPOSE:

To ensure students, prospective students and recently graduated students are provided an equitable approach to address harassment, discrimination or violation of rights.

II. PROCEDURE:

- A. If a student alleges that he/she was subjected to harassment or discrimination or that his/her basic civil rights were violated or privacy invaded, he/she may file a complaint within sixty (60) days of the incident to the Question & Answer Center or the Student Development Office.
  - 1. The Student Development Office staff will arrange a meeting with the student who, at the time of this meeting, will provide a written or verbal account of the alleged incident(s), providing details, such as time, place, and names of witnesses, if applicable. An investigation will follow, and the complainant will be contacted within thirty (30) days once the investigation has concluded and finding reached.
- B. To the extent permitted by law, the College will protect the complaint confidentiality. Application of this procedure for student grievances will be consistent for all students. Retaliation toward any student filing a grievance will not be tolerated by the College.
- C. If the student is not satisfied with the results and findings, the student may request an administrative hearing before the Student Disciplinary Committee to review the findings and make a decision.
- D. The student may appeal the decision to the Chief Student Development Officer. The Chief Student Development Officer will consult with the Chief

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<b>Revision #:</b> 4	<b>President: Thomas LoBasso</b>
<b>History:</b> 10/28/21 (reviewed); 8/1/19; 2/10/15; 2/15/11; 9/19/07	<b>Procedure Manager: Erik D'Aquino</b>
<b>Originated:</b> 2/5/03	



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Academic Officer or the College Counsel to review the student's appeal and render a decision. Once a final decision is reached, the student will be contacted within thirty (30) business days.

- E. Any student who witnessed sexual harassment should immediately report any incident to the Campus Safety Office, Student Development Office, the Human Resources Office, or the Equity and Inclusion Office .

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