

Memorandum

TO: College Community

FROM: Jessica Murdoch, Interim Director for Human Resources

DATE: June 18, 2008

RE: Addendum to 2006-2007 Student Handbook regarding Affirmative Action Policy and Disability Compliance

In place of the existing Affirmative Action policy and Accommodations for Persons with Disabilities on pages three and four of the student handbook, please substitute the following information in place of and or in addition to the current written policy. Any questions regarding the policy may be directed to the Human Resources office at X3172. All information regarding these policies will be updated in the 2008-2009 student handbook for your convenience.

**Substitute current Affirmative Action Statement with the following:**

It is the policy and commitment of Fitchburg State College not to discriminate on the basis of race, color, religion, creed, age, gender, sexual orientation, gender identity, genetic information, disability, veteran status, marital status, or national origin in its educational programs, activities, admissions, or employment policies, and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended, the Civil Rights Act of 1964 as amended, Title IX of the Educational Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974, the Civil Rights Restoration Act of 1988, the Americans with Disabilities Act of 1990 (ADA), the Civil Rights Act of 1991, and pertinent laws, regulations, and Executive Orders, directives of the Board of Higher Education of the Commonwealth of Massachusetts, the Commonwealth of Massachusetts, and other applicable state and federal statutes.

- Inquiries concerning the application of, or compliance with, the laws and regulations prohibiting such discrimination should be addressed to:

Jessica Murdoch, Interim Director, Human Resources and Affirmative Action  
Designated Coordinator for Title IX, Section 504 and Title II of the ADA  
(978) 665-3172.

- For inquiries regarding sex, gender, disability, age, race, color and/or national origin, you may also contact:

U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, 9th Floor  
Boston, MA 02119-1424  
Telephone: (617) 289-01111  
FAX: (617) 289-0150

TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

**After the policy regarding Accommodations for Persons with Disabilities please add the Institutional Discrimination Complaint Procedures following Reduced Course Load:**

**Institutional Discrimination Complaint Procedures**

The Massachusetts State Colleges have established specific internal Discrimination Complaint Procedures to help resolve claims and complaints of discrimination on the campus. These Procedures will serve as a system of review and resolution for both informal claims and formal complaints of discrimination, including disability discrimination. Any member of the College community (including students), who believes she/he has been a victim of discrimination, discriminatory harassment or retaliation may initiate an informal claim or formal complaint as outlined in the Discrimination Complaint Procedures.

Hard copies of the Discrimination Complaint Procedures are available in the Human Resources and Affirmative Action Office. The Discrimination Complaint Procedures are also available at: [www.fsc.edu/humanres/aeop.cfm](http://www.fsc.edu/humanres/aeop.cfm).

Further advice or information regarding the College's Discrimination Complaint Procedures may be obtained by contacting Jessica Murdoch, Interim Director, Human Resources and Affirmative Action, and Designated Coordinator for Title IX, Section 504 and Title II of the ADA, at (978) 665-3172.

**Affirmative Action Policy shall be amended as follows:**

(i) Substitute last sentence Paragraph A (Equal Opportunity) with:

Inquiries regarding compliance may be directed to:

- Jessica Murdoch, Interim Director, Human Resources and Affirmative Action  
Designated Coordinator for Title IX, Section 504 and Title II of the ADA  
(978) 665-3172; or
- U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, 9th Floor  
Boston, MA 02119-1424  
Telephone: (617) 289-01111  
FAX: (617) 289-0150  
TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

(ii) Substitute last sentence Paragraph B (Title IX) with:

Inquiries regarding compliance may be directed to:

- Jessica Murdoch, Interim Director, Human Resources and Affirmative Action  
Designated Coordinator for Title IX, (978) 665-3172; or
- U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, 9th Floor  
Boston, MA 02119-1424  
Telephone: (617) 289-01111  
FAX: (617) 289-0150  
TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

(iii) Substitute last sentence Paragraph C (504/ADA) with:

Inquiries regarding compliance may be directed to:

- Jessica Murdoch, Interim Director, Human Resources and Affirmative Action  
Designated Coordinator for Section 504 and Title II of the ADA, (978) 665-3172;
- U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, 9th Floor  
Boston, MA 02119-1424  
Telephone: (617) 289-01111  
FAX: (617) 289-0150  
TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

(iv). Strike final sentence in paragraph.

(c). **Following the Affirmative Action Policy please add:**

**Institutional Discrimination Complaint Procedures**

The Massachusetts State Colleges have established specific internal Discrimination Complaint Procedures to help resolve claims and complaints of discrimination on the campus. These procedures will serve as a system of review and resolution for both informal claims and formal complaints of discrimination, including disability discrimination. Any member of the College community (including students), who believes she/he has been a victim of discrimination, discriminatory harassment or retaliation may initiate an informal claim or formal complaint as outlined in the Discrimination Complaint Procedures. These Procedures may also be utilized to pursue complaints that the College is not compliant with its obligations pursuant to Title IX, Section 504 or Title II of the ADA.

Hard copies of the Discrimination Complaint Procedures are available in the Human Resources and Affirmative Action Office. The Discrimination Complaint Procedures are also available at: [www.fsc.edu/humanres/aeop.cfm](http://www.fsc.edu/humanres/aeop.cfm).

Further advice or information regarding the College's Discrimination Complaint Procedures may be obtained by contacting Jessica Murdoch, Interim Director, Human Resources and Affirmative Action, and Designated Coordinator for Title IX, Section 504 and Title II of the ADA, at (978) 665-3172.