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LAKESUMMIT STATE COLLEGE  
ADMINISTRATIVE PROCEDURE

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- II. The purpose of this procedure is to specify the appropriate process for filing a sexual harassment or any other discrimination complaint.
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a. The College has the duty to protect the confidentiality of persons involved in such allegations to the fullest extent possible, while immediately and thoroughly investigating such discipline will be placed in the complainant's file.

d. During the investigation, the College will not suspend, demote, or place on paid leave, suspend a student.

- III. The District Board intends that a prompt and equitable resolution of an allegation be reached through a procedure and process that is free of coercion, interference, restraint, discrimination, harassment or reprisal and that affords the complainant adequate opportunity to resolve the complaint.

IV. Grievance Process

- a. In the event that an employee, student or third party feels that she or he has been the subject of harassment or discrimination, the complainant should within sixty (60) workdays from the date of the alleged event file an Equity Issue Report and Request for Appointment form to discuss the offensive conduct with the Equity Officer or an investigating officer assigned or designated by the President.
- b. The Equity Officer, or investigating officer will attempt to resolve the allegation informally by meeting with both parties individually. If the allegation cannot be resolved informally, the Equity Officer will:
  1. Establish that the complainant is comfortable with an investigation and assure the complainant that every effort will be made to protect the confidentiality of allegations to the fullest extent possible.
  2. Create a written record of the complaint, ask the complainant to review the written record for accuracy and to sign the written record.

