

Usage for Statement of Equal Opportunity

Revised October 2012

The Technical College System of Georgia and its associated colleges are subject to the rules and regulations of the U.S. Department of Education's Office of Civil Rights. These rules require wide distribution of the Equal Opportunity Policy. As such, it is imperative that all publications, marketing material and advertising used to promote the technical college system or any individual college comply with the following guidelines for using disclaimer statements.

For all statements use a font and font size that are easily readable.

A. For all college catalogs, student and employee handbooks the following statement must be included.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

This statement must be followed by contact information for each school's *Title IX* and *Section 504* coordinator(s). Contact information includes name,¹ title, office address and phone number. It is strongly recommended that the coordinator's emails also be included in the publication.

B. For all other printed material such as newsletters, magazines, website and electronic publications, written materials distributed to students, notices posted on campus, and local newspapers, and other materials (particularly those related to student recruitment and employment) this abbreviated statement may be used:

As set forth in its student catalog, (name of college) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated

¹ The name may be omitted in publications that are not printed often such as the college catalog. However, items that are easily changed such as the website and on-line handbooks should always include the name of the coordinators.

by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

This statement must be followed by contact information for each school's *Title IX* and *Section 504* coordinator(s). Contact information includes name or title, office address and phone number. It is strongly recommended that the coordinator's email addresses be included in the contact information.

C. If there is not enough space in the publication resulting in a very small font, please use this abbreviated statement which will keep us in compliance with OCR regulations:

The (name of college) does not discriminate on the basis of race, color, national origin, gender, age or disability.

This statement must be followed by contact information for each school's *Title IX* coordinator and the *Section 504* coordinator. Contact information includes name, title, office address and phone number. It is strongly recommended that the coordinator's email addresses be included in the contact information

In certain very limited circumstances, a print advertisement might state only "Equal Opportunity Institution." However, this should only be used in situations where space is extremely limited/expensive such as a newspaper classified advertisement.

D. Small Format Advertising (outdoor, radio and TV): If the size or length of the advertising medium does not allow room for either of the above statements without accruing substantial additional cost, the following statement can be used. However, this shortened statement should be used sparingly:

Equal Opportunity Institution

E. Annual Notification

Every fall prior to the beginning of Fall Semester, each college must run a notice in the local newspaper(s) stating that the college does not discriminate on the basis of race, color, national origin, sex, disability or age; provide a brief summary of the college's educational offerings; describe admission criteria and include the name, address and phone number of the Title IX and Section 504 coordinator(s).

The following a sample Annual Notification:

[Technical College] is an equal opportunity employer and offers the following career and technical education programs for all regardless of race, color, religion, sex, marital status, age, disability, or national origin.

[List of programs, can be list of general categories such as nursing, information technology, etc. Also may include every program]

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria for admission to these programs should contact:

[Technical College admissions office contact information]

[Technical College] offers additional services to students with limited English language skills or with disabilities so that they may benefit from these programs. For additional information regarding these services, your rights, grievance procedures, or the College's non-discrimination policies please contact:

This statement must be followed by contact information for each school's *Title IX* and *Section 504* coordinator(s). Contact information includes name, title, office address and phone number. It is strongly recommended that the coordinator's email addresses be included.

Please contact your college's *Title IX* coordinator, *Section 504* coordinator, Francine Shuman (fshuman@tcs.edu) or Steffanie Morrison (smorrison@tcs.edu) if you have questions or need clarification.