



Guidelines for use of the Non-Discrimination Statement

The following is Eastern Iowa Community Colleges' Non-Discrimination Statement, revised and approved by the Board July 2019. *Revised August 12, 2022, to reflect contact information change for EICC's EEO Officer.*

It is the policy of Eastern Iowa Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status, as required by the Iowa Code §§216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact EICC's Equal Employment Opportunity Officer/Equity Coordinator, Eastern Iowa Community College District, 101 West Third Street, Davenport, Iowa 52801, 563-336-5222, equity@eicc.edu or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730- 1576, TDD (800) 877-8339 Email: OCR.Chicago@ed.gov.

Continuous Notice

The non-discrimination statement is to be included in all major publications, particularly those related to academic courses and programs, student services, and student or staff recruitment. These public documents include, but are not limited to, course syllabi, faculty and student and other handbooks, applications, academic catalogs, and academic and student program brochures. The college is required to include a continuous notice of non-discrimination in materials designed for recruitment that are made available to the public, students, applicants, or employees. The continuous notice should be prominently displayed in these publications.

References to materials implies print and digital materials including but not limited to brochures, fliers, posters, mailers, emails, catalogs, letters, and web postings.

Examples of materials that must include the full non-discrimination statement:

- Applications including college, employment, program specific, scholarship, financial aid, housing, work-study, apprenticeship and internship.
- Recruitment materials including view books, schedules, program specific materials, financial and scholarship information.
- Employment vacancy announcements.
- Handbooks including student, employee, program and clinical handbooks.
- College catalog.
- Information regarding student services such as advising, Trio, tutoring, writing centers, helpdesk. Information could include details of the services and/or office hours.

- Newsletters and news bulletins with information regarding services or opportunities. This could include student informational emails, student newsletters including “Stall Street News,” foundation or HR information.
- Program information including admission criteria, fact sheets and general program overviews.
- Student forms including registration cards and sign-ups for services.
- All course syllabi.
- Contracts with all employers or other sponsors offering work-study, cooperative education, job placement, and apprenticeship programs.
- Articulation agreements and memoranda of agreement with partnering academic institutions.

Responsibility for Guidance and Approval:

For employment materials/communications:

- All employee related postings, applications, handbooks and other materials will be created and approved by the Human Resources Department. Director of Human Resources will have final approval on all employment related materials.

For student materials:

- The Deans of Instruction will annually disseminate a course syllabi template that will include the non-discrimination statement and other required elements.
- The Dean of Curriculum will review program specific handbooks, applications and materials.
- Guidance and approval for other course or program materials will be provided by the Deans of Instruction.
- Guidance and approval for student development communication including advising, financial aid and scholarships, registration, career and other services will be provided by the Deans of Student Development.
- Student Development Council will annually review the student communication plan and include the non-discrimination statement in the planned communications accordingly.
- Guidance and approval will be provided by the Director of Enrollment Management for recruitment and marketing materials, including the public website.

For contracts and agreements:

- Board Secretary will review contracts and agreements prior to board approval.

As a best practice, inclusion of the non-discrimination statement is always preferred. If specific questions or concerns arise, please contact Honey Bedell, Chief of Staff or Erin Snyder, Chief Communications Officer.

Shortened Statement Use

In limited use, the college may opt to use an approved shortened version of the non-discrimination statement. Those wishing to use the shortened version of the non-discrimination statement must first seek approval. Approvals for use of the shortened statement will be determined for employee-focused materials by the Chief of Staff, Honey Bedell. For student and public materials, the Chief Communications Officer, Erin Snyder, will determine use of the shortened statement.

Examples of limited use for the shortened statement may include PowerPoints or other electronic presentations, videos, and smaller printed materials such as 4"x6" postcards. Materials should be for

event specific purposes, have limited use or be for activity based opportunities such as a play. Materials using the shortened statement should include the ability for a student or the public to seek additional information regarding the provided information as well as the non-discrimination URL.

EICC's current approved shortened statement is as follows:

EICC is an EEO/AA/Titles VI, VII, IX/Section 504/ADA/ADEA Institution. For a complete copy of our statement, please visit eicc.edu/eo.

Annual Notice

The annual notice of non-discrimination is published prior to the beginning of each school year and must reach students, parents/legal guardians, employees, and the general public. The key difference between the annual and continuous notices of non-discrimination is that the annual notice must include a list of the college's CTE program offerings and admissions criteria, when different from the general college admissions criteria.

Annual Notice of Equal Opportunity and Non-Discrimination

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Eastern Iowa Community Colleges offer programs in the below list of career and technical education subject areas. Due to accreditation, licensing, or other determining factors, additional admissions requirements are required for the programs indicated with an asterisk.

- Accounting Management
- Administrative and Office Support
- Agribusiness Management
- [American Sign Language - English Interpreting*](#)
- Auto Collision Repair Technology**
- Automotive Technology
- Business Management

- [Cancer Information Management*](#)
- [Certified Nurse Aide*](#)
- CNC Machining
- Criminal Justice
- Culinary Arts
- [Dental Assisting*](#)
- Dental Hygiene***
- Diesel Technology
- Early Childhood Education
- [Emergency Medical Services*](#)
- Engineering Technology
- Environmental, Health and Safety
- Farm Management
- Graphic Arts Technology
- Health Information Management
- Heating, Ventilation and Air Conditioning
- Hospitality Management
- [Information Technology *](#)
- Mechanical Design Technology
- [Medical Assistant*](#)
- [Nursing - ADN*](#)
- [Nursing - LPN*](#)
- [Radiology Technology*](#)
- Renewable Energy System Specialist
- Respiratory Care****
- [Sonography *](#)
- Supply Chain and Logistics
- [Surgical Technology*](#)
- Technical Studies
- Turf and Landscape
- [Veterinary Technician*](#)
- Welding

* Awards within these areas of study have additional admissions requirements. The specific awards and links to these additional requirements are listed below.

** This program is no longer accepting new students

***This is a shared program with Carl Sandburg College in Galesburg, IL. Students attend courses in Galesburg.

****This is a shared program with Northeast Iowa Community College (NIACC).

Notification of this policy of non-discrimination must be published in forums that will allow the entire public to view it. EICC has adopted the following practices regarding distribution of the annual notice:

- Posted on the college website. The annual notice will be posted by August 15 annually.
- Posted annually in a fall edition of the Continuing Education Schedule and the College magazine.
- Distribution to current, applied and potential students annually via email as part of the annual notification email. Distribution occurs in August.
- Distribution to employees occurs annually in August.

Annual Notice is the responsibility of the following:

- The annual notice will be reviewed by the Dean of Curriculum and Accreditation to ensure all CTE programs and specific admissions requirements are included.
- The Vice Chancellor of Student Development will have responsibility for the communication to students.
- The Director of Human Resources will have responsibility for the communication to employees.
- The Director of Enrollment Management will have responsibility for the website and material publication.

EICC's Equal Employment Opportunity Officer/Equity Coordinator, Honey Bedell, serves as the point of contact for questions regarding the statement, its use, policies and any concerns or complaints.

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