

Equal Opportunity Grievance Procedures

The Equal Opportunity Office is located in Room 108, C.B. Powell Building, (202) 806-5770. Following are the procedures to be followed in the resolution of equal opportunity complaints. It should be noted that work days, as defined hereinafter, exclude Saturdays, Sundays, and holidays observed by the University.

Persons with equal opportunity complaints shall submit to the University's Equal Opportunity Officer, within 20 calendar days of the day on which the event giving rise to the complaint occurs, a written statement which specifies the nature of their complaint and evidence to support their charge of illegal discrimination.

The University's Equal Opportunity Officer shall do the following:

Within 3 work days after receipt of written complaint—arrange a conference with the complainant, secure any additional information or clarification needed from the complainant and secure a signed Complaint Withdrawal Form from complainants who wish to withdraw their complaints. Within 3 work days after the conference with pursuing complainants—forward to the concerned member of the Equal Opportunity Committee a copy of the written complaint and a written recommendation concerning salient points to be covered by the investigation.

The concerned member of the Equal Opportunity Committee or his/ her designee shall do the following within 15 work days after receipt of written communication from the Equal Opportunity Officer: Conduct an investigation of the complaint.

Submit a written report on finding and his/her decision of the Equal Opportunity Officer.

The Equal Opportunity Officer, within 5 work days after receipt of written communication from the concerned member of the Equal Opportunity Committee, shall review the decision and findings and will do one of the following:

1. Mail notification to the complainant at last address on record that the matter has been resolved in favor of the complainant.
2. Mail notification to the complainant at last address on record that the matter has been referred to the Equal Opportunity Committee.
3. The Equal Opportunity Officer will refer to the Chairman of the Equal Opportunity Committee copies of all correspondence relative to the complaint.
4. The Chairman of the Equal Opportunity Committee, within 5 work days after receipt of written communication from the Equal Opportunity Officer, shall review the record and convene all available members of the Equal Opportunity Committee.
5. Members of the Equal Opportunity Committee, exclusive of the concerned member of the Equal Opportunity Committee, shall review the record and reach a decision. The decision of the Committee shall be final and binding for the University.
6. The Chairman of the Equal Opportunity Committee, within 5 work days after meetings of the Equal Opportunity Committee, shall notify in writing the University President, the concerned member of the Equal Opportunity Committee and the University's Equal Opportunity Officer of the Committee's decision and reasons for the decision.

Immediately upon the receipt of the Committee's decision, the Equal Opportunity Officer shall notify the complainant in writing about the decision.