

INSTITUTIONAL DIRECTIVE 5-4

May 23, 2005

Title: Title IX of the 1972 Amendments to the Higher Education Act of 1965

I. Purpose

This directive sets forth, with regard to Title IX, the pertinent provisions of law, institutional policy, individual responsibilities, and general guidance regarding non-discrimination in relation to gender.

II. Policy

It is the policy of Piedmont Technical College not to discriminate on the basis of sex in its educational programs, admissions policies and practices, activities or employment policies in compliance with Title IX of the 1972 Education Amendments.

III. Information and Background

- A. Title IX of the 1972 Amendments to the Higher Education Act of 1965 states that: "No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."
- B. Title IX specifically applies to discrimination based on sex, is limited to education programs and activities and includes employment.
- C. A self-evaluation was conducted during 1976 to evaluate policies and practices concerning admissions of students, treatment of students and employment. Policies and practices were modified as necessary to comply with the requirements of Title IX and an assurance of compliance was submitted to and accepted by the Office of Civil Rights on September 28, 1976. This assurance remains in effect and need not be filed with each application for federal financial assistance. The college observes systematic self-monitoring to ensure that its policies and practices remain in compliance.
- D. Notification of policy regarding Title IX was disseminated to students and employees and was published in local newspapers.
- E. Grievance procedures, for prompt and equitable resolution of student and employee complaints under Title IX, are detailed in the following policies: for students, "Student Complaint Procedure," Institutional Directive 8-15; for employees, "Grievance Procedure for State Board for Technical and Comprehensive Education Employees," policy number 8-6-100, revised 11/15/95.

Office of Responsibility: President

IV. Responsibilities

- A. The Human Resources Manager is designated the Title IX Coordinator for employment services and will be responsible for compliance as required.
- B. The Vice President for Student Development is designated the Title IX Coordinator for Student Admissions and Programs with responsibility for all compliance activities required under Title IX in the area of Student Development.
- C. All employees are responsible for conducting official activities without discrimination with regard to sex.

V. Publications

- A. No publication of the college will contain any information that conveys or implies discrimination on the basis of sex. Particular care will be exercised to insure that sex stereotyping is avoided in conveying information regarding the programs or activities of the college. The Director of College Communications will review materials for adherence to non-discriminatory standards prior to printing.
- B. Each announcement, bulletin, catalog and application form shall contain a statement of non-discrimination on the basis of sex.

VI. Obtaining Assurances from Others

The following federal regulation is cited to govern the activities of all employees of Piedmont Technical College who subgrant, contract, subcontract or otherwise obtain assistance in the conduct of an education program. The term "recipient" as used therein refers to Piedmont Technical College.

"If a recipient subgrants, contracts, subcontracts, or otherwise utilizes an individual, organization, or group to assist in the conduct of an education program or activity receiving federal financial assistance from the Department or to provide services in connection with such a program or activity, the recipient continues to have an obligation to insure that the education program or activity is being administered in a non-discriminatory manner. Accordingly, the recipient must make sure that the individual, organization, or group in question is complying with Title IX and Part 86 and must secure a properly executed HHS Form 639 to that effect. Similarly, a facility which was provided or improved with the aid of federal financial assistance awarded by the Department, and the recipient is still using the facility as part of an education program or activity, it has an obligation to make sure the Lease is complying with Title IX and Part 86 and must secure a properly executed HHS Form 639 from the Lease. For example, if a university owns a gymnasium constructed with the aid of federal financial assistance and leases the facility to a private entrepreneur for use in conducting drama classes open to the general public, then the university must secure a properly executed HHS Form 639 from the entrepreneur sponsoring the classes.

Signature on File 5/23/05
Approved for Publication Date