

Complaint Procedures for Section 504

Any person (the "complainant") at Leighton University who believes that he or she has been discriminated against based on sex by Leighton University students, faculty, staff, or external third parties is urged to take the following actions promptly:

STEP 1 - Immediately communicate with the individual perceived as having engaged in the alleged discriminatory conduct (the "respondent") and request a proposed course of action to resolve the situation.

STEP 2 - If the matter cannot be resolved at that level or if the complainant does not feel or wish to communicate directly with the respondent, the complainant may make a complaint in writing within two weeks of the alleged discriminatory conduct to the Vice President of Enrollment and Student Affairs. If the Vice President for Enrollment and Student Affairs is involved in the complainant's acts to be discriminatory, then the complaint should be made to the University's General Counsel.

STEP 3 - The complaint should provide the following information.

- The names, addresses, and telephone numbers, if available, of the complainant and respondent.
- Specific facts were alleged, including dates, times, and locations.
- Names of any potential witnesses, including addresses and telephone numbers, if available
- Actions are taken by any party to address the discrimination incident if any.