

Lake Washington Institute of Technology Staff Guidelines Inclusion of Non-Discrimination Statements in Publications

Overview

- Non-discrimination statements are required when publications include the college logo/college name and are picked up or viewed by the public.
- A non-discrimination statement is not required on internal documents, such as an add/drop forms. However, application forms do need a non-discrimination statement.
- **Need for consistency:** To stay in compliance with federal law, Washington State Board of Community and Technical College's (SBCTC) audit coordinator emphasizes the importance of a consistent policy regarding use of the non-discrimination statements based on publication size.
- **The official non-discrimination statement and the preferred abbreviated statement should be used 99 percent of the time in LWIT publications.**
- For questions whether the abbreviated statements are advisable, contact Regine Adams at x8389.

Official non-discrimination statement

Notice of Non-Discrimination

Lake Washington Institute of Technology values equality of opportunity, human dignity, racial, cultural and ethnic diversity both as an educational institution and as an employer. The college provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, genetic information, or veteran status. The college complies with applicable laws prohibiting discrimination and harassment in employment, educational programs and admissions, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, the Age Discrimination Act and the state law against discrimination, chapter 49.60 RCW.

Inquiries regarding compliance procedures and complaints may be directed to the college's Affirmative Action Officer:

*Melissa Lamy, Executive Director, Human Resources
Affirmative Action Officer/Title IX Coordinator
11605 132nd AVE NE
Kirkland, WA 98034
melissa.lamy@lwtech.edu
(425) 739-8212 or (425) 739-8122 (TDD)*

The above statement must be included in these types of publications:

- Class schedules
- Catalog
- Larger brochures
- Posters promoting academic programs*
- Student/staff handbooks
- College website
- Disability Support Services materials
- College application forms

*Exception: Posters providing campus information for services (tutoring/advising/ rooms/times, etc.) do not require the non-discrimination statement. Posters for musical/theatrical performances are also not required to include the non-discrimination statement. However, if accommodations are available to the audience, it is helpful to print contact information for those services.

Abbreviated Versions

In practical use, the official non-discrimination statement is too lengthy for some publications. Although the federal government has not issued express authority to shorten the statement, the Washington State Board of Community and Technical Colleges (SBCTC) contends the government has indicated it is permissible to develop shorter versions for publications with limited space.

LWIT has therefore adopted two abbreviated non-discrimination statements, similar to other community colleges.

Preferred abbreviated statement

Notice of Non-Discrimination

Lake Washington Institute of Technology values equality of opportunity, human dignity, racial, cultural and ethnic diversity both as an educational institution and as an employer. The college provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, genetic information, or veteran status. The college complies with applicable laws prohibiting discrimination and harassment in employment, educational programs and admission. Inquiries regarding compliance procedures and complaints may be directed to Melissa Lamy, Executive Director, Human Resources, Affirmative Action Officer/Title IX Coordinator, 11605 132nd AVE NE, Kirkland, WA 98034, (425) 739-8212 or (425) 739-8122 (TDD).

As can be seen, the above statement contains important elements of the full statement but may be more practical for some publications, including:

- Smaller brochures and flyers

- Main recruitment pieces, information cards, program cards
- Large display ads in newspapers and magazines

Limited use abbreviated statement

Lake Washington Institute of Technology is an equal opportunity institution. The college provides equal opportunity in education and employment and does not discriminate on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, genetic information, or veteran status.

The above statement may only be used in publications that are too small for even the preferred abbreviated statement, such as:

- Small display or classified ads in newspapers and magazines
- Small postcards
- Other items with very limited space