

RVU TITLE VI POLICY

Date of Initial Approval: 11/14/2024

Date Revised: 04/28/25

Category: University Policy

Responsible Office: RVU Compliance Office

Stakeholders Involved in Review: Chief Compliance Officer, MSBS Program Director, Student Affairs, Compliance Office, Provost’s Advisory Council, Leadership Council, Assistant General Counsel

Related Accreditation Standards: HLC Core Components 1.B., 2.A.; HLC Assumed Practices A.3, A.4., & A.13; COCA Element 1.5a; ARC-PA A1.11; DNAP G.4

PURPOSE & SCOPE

The purpose of this policy is to ensure compliance with Title VI of the Civil Rights Act of 1964. Title VI states, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Title VI is also considered to prohibit discrimination based on shared ancestry or ethnic characteristics. Title VI protects anyone, regardless of citizenship or lawful presence in the United States. It also protects individuals from retaliation for filing a complaint, participating in an investigation, or opposing discriminatory practices. This policy applies to all students, faculty, staff, and visitors of Rocky Vista University (“RVU” or “University”).

POLICY STATEMENT

Rocky Vista University is committed to providing an inclusive and welcoming environment for all students, employees, and visitors. Discrimination based on race, color, shared ancestry, or national origin is strictly prohibited. The University will take prompt action to address any complaints of discriminatory behavior to ensure compliance with Title VI regulations.

ROLES & RESPONSIBILITIES

<p>Compliance Office and Title VI Coordinator</p>	<p>Oversee the implementation and monitoring of this policy, manage complaints, and ensure compliance with Title VI. The Title VI Coordinator will also provide training and resources to the University community.</p> <p>Conduct thorough and impartial investigations when required. This may include interviews, document reviews, and other relevant steps.</p> <p>Determine whether a violation of this policy has occurred and recommend appropriate corrective actions in consultation with Student Affairs Associate Deans for student complaints and in consultation with Human Resources for employee complaints.</p>
<p>Title VI Appeals Officer (VP of HR or Assoc. Dean of Student Affairs)</p>	<p>Review appeals and determine whether appeal is valid based upon a preponderance of evidence standard. Provide notice to appellant of appeal outcome within 5 working days.</p>
<p>Senior University Leadership</p>	<p>Support the Title VI Coordinator, ensuring that all University policies and practices comply with Title VI, and promoting a culture of inclusivity.</p>
<p>Faculty and Staff</p>	<p>Understand and adhere to this policy, participate in training, respect the rights of others, fostering inclusive environment in their respective areas, and report any incidents of discrimination to the Title VI Coordinator.</p>

Students	Understand and adhere to this policy, participate in training, respect the rights of others, foster an inclusive environment in their respective programs, and report any incidents of discrimination to the Title VI Coordinator.
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RELATED PROCESSES, PROCEDURES, AND/OR DEFINITIONS

Processes and Procedures (Appendix 1)

- **Complaint Filing:** Any individual who believes they have been subjected to discrimination based on race, color, or national origin may file a complaint with the Title VI Coordinator. Complaints should be filed within 180 days of the alleged discriminatory act. Reports can be made to the Title VI coordinator, or via Ethics Point at: <https://secure.ethicspoint.com/domain/media/en/gui/74585/index.html>
- If a complainant cannot resolve their complaint on an institutional level, they have the right and option to file a complaint with the U.S. Department of Education, Office for Civil Rights at: <https://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint>
- **Investigation:** Upon receiving a complaint, the Title VI Coordinator will conduct a thorough and impartial investigation. This may include interviews, document reviews, and other relevant steps. The Title VI coordinator will determine if a hostile environment exists based on the preponderance of evidence and assess whether the student's participation in university activities has been limited.
- **Supportive Measures:** Complainants or Respondents may request supportive measures during the pendency of an investigation such as a no contact order, change in schedule, change in groupings, pairings, or courses, extended time for completion of assignments, or any support measure that is deemed reasonable by the Title VI Coordinator.
- **Decision:** The Title VI Coordinator will determine whether a violation of this policy has occurred and recommend appropriate corrective actions. This will occur in consultation with Student Affairs Deans for student complaints and in consultation with the Vice President of HR for employee complaints.
- **Resolution:** The complainant and the respondent will be informed of the outcome and offered resources and supportive measures. Appeal options will be outlined.
- **Appeals:**
 - Either party may appeal the decision of the Title VI Coordinator to a designated Title VI Appeal official within 10 business days of receiving the decision. Either party may subsequently appeal the decision of the Title VI Appeal Officer to the President within 10 business days of receiving the decision.
- **Training and Education:** The University will provide mandatory, ongoing training and education to students, faculty, and staff to ensure awareness and understanding of Title VI and this policy.
- **Records:** Records of Title VI investigations will be kept for a minimum of seven (7) years by the Compliance Office.

Definitions:

- **Discrimination:** Unfair or unequal treatment of an individual or group based on race, color, or national origin.
- **Hostile Environment:** "A hostile environment exists where there is conduct (e.g., physical, verbal, graphic, or written) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities, or privileges provided by a school or college" **(US Department of Education)**
- **Title VI Coordinator:** The designated University official responsible for ensuring compliance with Title VI.
- **Title VI Appeal Officer:** The appointed University official responsible for reviewing appeals.
- **Complainant:** The individual who files a complaint alleging discrimination.
- **Respondent:** The individual or entity against whom a complaint is filed.

- **Senior University Leadership:** Includes members invited to attend the quarterly Senior University Leadership Forum.
- **Retaliation:** Any materially adverse action taken against a Reporter because they have participated or may participate in a protected activity such as making a complaint or report; serving as a witness; assisting in an investigation, grievance procedure, hearing, or related activity concerning an unlawful practice or violation of University policy; or opposing a discriminatory practice. Retaliation occurs when there is a causal connection between the protected activity and the materially adverse action.
- **Confidentiality:** Employees/investigators have a duty to maintain the confidentiality of all personally identifying information and shall not disclose (verbally, written or electronically, whether intentionally or unintentionally) any such information to any person except to authorized RVU employees on an as-needed basis, or to those designated in writing by an authorized RVU employee to receive such information.

POLICY REVISION HISTORY

02/28/25 – ADDED INFORMATION ON FILING A COMPLAINT WITH THE OFFICE OF CIVIL RIGHTS (OCR)

04/28/25 – REVISED PER LEGAL COUNSEL (DK AND JK); ADDED ACCREDITATION STANDARDS