



COLLEGE of  
CENTRAL  
FLORIDA

–an equal opportunity college–

## CIVIL RIGHTS COMPLIANCE IN MARKETING

### Inclusion of Equity Statement

The College of Central Florida is regularly reviewed by the Florida Department of Education Division of Florida Colleges to determine compliance with federal and state equity requirements. The college is required to “publish its nondiscrimination statement on all major publications, including recruitment materials, posters, brochures, financial aid publications forms, application forms, handbooks, course schedules; and on websites pertaining to all major student and employee related links.” Nearly every **print** project, other than most classroom materials, must include the statement.

When space allows, include this long version that has been approved by the CF District Board of Trustees. Use Arial Narrow font, no less than 7 points. Use for college catalog, student handbook, employee handbook, faculty handbook, viewbooks, college magazine and newsletter, Appleton Artifacts, Patriot Press, “Imprints,” “In the Write Mind,” or any document more than four pages. Alternately use the entire Continuous Notice of Nondiscrimination, page 3.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Mary Ann Begley, Title IX Coordinator, Ocala Campus, Building 3, Room 116, 3001 S.W. College Road, 352-291-4410, or [Equity@cf.edu](mailto:Equity@cf.edu).

The more concise two-sentence version is acceptable on forms, rack cards, flyers, postcards, posters, job postings, or other publications one page or less created for recruiting, promotion of college, CF Foundation and Appleton Museum initiatives and events, syllabi and materials created by students for students. Use Arial Narrow font, no less than 7 points.

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, sex, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Dr. Mary Ann Begley, Title IX Coordinator, Ocala Campus, Building 3, Room 116, 3001 S.W. College Road, 352-291-4410, or [Equity@cf.edu](mailto:Equity@cf.edu).

Material on the website can include a direct link to Continuous Notice of Nondiscrimination, page 3. A PDF that can be printed from the website must contain the concise statement.

E-newsletters to students, alumni, museum patrons or other constituents should include the equal opportunity statement, *–an equal opportunity college–*. The statement should be all lower case in Arial italic font with en dashes. Notice there are no spaces between the en dashes and letters. Link the statement to the Continuous Notice of Nondiscrimination posted on the CF website at [www.CF.edu/equity](http://www.CF.edu/equity).

When using the CF logo, continue to include: *–an equal opportunity college–*.

Items that do NOT require the equity statement include:

- Bookmarks if they are a secondary form of information. For example, bookmarks with information about the Free Application for Federal Student Aid or Learning Resources Center workshops would not require the statement if the information on the bookmark is provided elsewhere.
- Formal invitations addressed to individuals.
- Tickets for CF, CF Foundation and Appleton Museum of Art events.
- Personal letters, including those to students, on CF, Foundation or Appleton letterhead.
- Routine advertisements and billboards. However, the statement must be included in advertisements twice a year in each county.
- Interoffice communication dealing with the business of running the college, for example interoffice billing or travel forms. Contracts with vendors do require the statement.
- Classroom materials other than syllabi.

For clarification about inclusion of the equity statement or guidance on how to include it, contact Marketing and Public Relations at 352-873-5845 or [Brauckmuller@cf.edu](mailto:Brauckmuller@cf.edu).

### **Spanish Language Translation**

The Florida Department of Education Division of Florida Colleges requires that some specific information must be provided in Spanish to meet the needs of our Spanish-speaking community. Marketing and Public Relations staff will work with representatives in the appropriate departments to ensure compliance.

- The full equity statement is available in Spanish on our website.
- Financial aid information is available in Spanish.
- A one-page version of our “Getting Starting” document is available in Spanish.
- Student Affairs maintains a list of Spanish-speaking employees to assist the community.

For assistance or clarification about Spanish-language materials, contact Marketing and Public Relations at 352-873-5845 or [Brauckmuller@cf.edu](mailto:Brauckmuller@cf.edu).

## **CONTINUOUS NOTICE OF NONDISCRIMINATION**

### **Important Information for Students, Employees and Guests**

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. College of Central Florida is an equal opportunity college and avows its belief in equal access and opportunity for all students, employees and guests of the institution. If you have a concern regarding discrimination or harassment, please contact:

**Title IX Coordinator** Dr. Mary Ann Begley  
Ocala Campus, Building 3, Room 116  
352-291-4410, [Equity@cf.edu](mailto:Equity@cf.edu)

If you have concerns, other than discrimination or harassment that fall within one of the following categories, you should contact the representative listed below by that category:

**Americans with Disabilities Act  
Coordinator for Employees** Dr. Henri Benlolo  
Ocala Campus, Bryant Student Union, Room 205D  
352-854-2322, ext. 1430, [benlolo@cf.edu](mailto:benlolo@cf.edu)

**Americans with Disabilities Act  
Coordinator for Students** Cindy Pfriender, LMHC  
Ocala Campus, Bryant Student Union, Room 204F  
352-854-2322, ext. 1580, [pfrienc@cf.edu](mailto:pfrienc@cf.edu)

The college will make every effort to resolve concerns or problems as quickly as possible and to make reasonable accommodations for persons with disabilities. Below are links to specific documents.

- Equal Access/Equal Opportunity Policy No. 1.01, [www.CF.edu/policies](http://www.CF.edu/policies)
- Discrimination, Harassment and Related Misconduct Policy No. 1.03, [www.CF.edu/policies](http://www.CF.edu/policies)
- Discrimination, Harassment and/or Sexual Harassment Complaint Procedure for Employees and Students, [www.CF.edu/procedures](http://www.CF.edu/procedures)
- Observance of Religious Holidays Policy No. 3.18, [www.CF.edu/policies](http://www.CF.edu/policies)
- AIDS and Blood Borne Pathogens Policy No. 3.02, [www.CF.edu/policies](http://www.CF.edu/policies)

Copies of policies and procedures are also available from the Title IX Coordinator in Building 3, Room 116, and Human Resources Department, Founders Hall, Ocala Campus. In compliance with state and federal regulations, the District Board of Trustees of the College of Central Florida has approved the above nondiscrimination policies and procedures to govern all areas of college operation including enrollment, admissions and equal opportunity employment. The following federal and state laws apply:

- Title VI and VII of the Civil Rights Act of 1964 (Title VI, Title VII), 34 CFR Part 100
- Title IX of the Education Amendments Act of 1972 (Title IX), 34 CFR Part 106
- Section 504 of the Rehabilitation Act of 1973 (Section 504), 34 CFR Part 104
- Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap (Guidelines), 34 CFR Part 100 Appendix B
- Title II of the Americans with Disabilities Act of 1990 (ADA), 28 CFR Part 35
- ADA Amendments Act of 2008
- Genetic Information Nondiscrimination Act of 2008
- Pregnancy Discrimination Act of 1978
- Age Discrimination Employment Act of 1967
- Vietnam Veterans Readjustment Assistance Act of 1974
- GINA Act of 2008
- Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, 20 U.S.C. Section 1092 (f)
- Section 304, Violence Against Women Reauthorization Act of 2013
- Florida Statutes 760.01, 794.011, 1000.05, 1001.02, 1001.64, 1012.855