



COLLEGE of
CENTRAL
FLORIDA

—an equal opportunity college—

CIVIL RIGHTS COMPLIANCE IN MARKETING

Inclusion of Statement of Nondiscrimination

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 nondiscrimination 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 two pages.

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, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations 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 Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or Compliance@cf.edu.

The more concise two-sentence version is acceptable on forms, rack cards, flyers, postcards, posters, job postings, or other publications two pages 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 offers equal access and opportunity in employment, admissions and educational activities. For inquiries regarding nondiscrimination policies contact the Title IX Coordinator at 352-291-4410 or Compliance@cf.edu. Visit CF.edu/TitleIX for details.

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.

Mass emails 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/compliance.

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 nondiscrimination statement or guidance on how to include it, contact Marketing and Public Relations at 352-873-5845 or PR@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 nondiscrimination 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 PR@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, Bryant Student Union, Room 205D 352-291-4410, Compliance@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. Mary Ann Begley Ocala Campus, Bryant Student Union, Room 205D 352-854-2322, ext. 1430, ADA@cf.edu
Americans with Disabilities Act Coordinator for Students	Cindy Pfriendr, LMHC Ocala Campus, Bryant Student Union, Room 204F 352-854-2322, ext. 1580, pfriendc@cf.edu or ADA@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
- Discrimination, Harassment and Related Misconduct Policy No. 1.03, www.CF.edu/policies
- Discrimination, Harassment and/or Sexual Harassment Complaint Procedure for Employees and Students, www.CF.edu/procedures
- Observance of Religious Holidays Policy No. 3.18, www.CF.edu/policies
- AIDS and Blood Borne Pathogens Policy No. 3.02, www.CF.edu/policies

Copies of policies and procedures are also available from the Title IX Coordinator in Building 5, Room 205D, 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 Campus Safety 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