

## Notice of Right to File a Discrimination Complaint

Bellevue College has received a grant from the U.S. Department of Labor to develop new degree concentrations through the Bachelor of Applied Science. The grant requires that the college maintain records demonstrating that every applicant has been provided a copy of the Notice of the Right to File a Discrimination Complaint.

## Equal Opportunity is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, Political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

## What to Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

- The recipient's Equal Opportunity Officer:  
Bea Hughes, Vice President, Human Resources  
Bellevue College  
3000 Landerholm Circle SE  
Bellevue, Washington 98007  
(425) 564-2445
- The Director Civil Rights Center (CRC)  
U.S. Department of Labor  
200 Constitution Avenue NW, RoomN-4123  
Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action. I certify that I have been provided a copy of this statement

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_