LCC Guidelines for Nondiscrimination Statement Notices

Lansing Community College is required to disseminate complete and continuous notices of nondiscrimination in printed and electronic materials which are distributed to students, parents/guardians, employees, and the general public.[[1]](#footnote-1) The Nondiscrimination Statement is required to be placed, verbatim, in all printed and electronic materials. This LCC Guidelines document includes information about:

* **Font size requirements**,
* The **Full Nondiscrimination Statement** and which items it should be included in, and
* **Abbreviated Nondiscrimination Statements** and the rare circumstances in which they can be used.

**Update [June 27, 2022]:** The Full Nondiscrimination Statement has been revised to incorporate the contact information of the new designated Title IX Coordinator. The Nondiscrimination Statement must be updated in all materials in which it is required to be included.

**NOTE:** The quote marks are included in these guidelines to designate the language that must be included in the notification, but they should not be included in the actual published item.

# Font Size Requirements

The Nondiscrimination Statement should be posted conspicuously within the document at no less than 12-point font. Smaller font size may be used if there is an accessible electronic version of the document.

# Full Nondiscrimination Statement

“LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran’s status, or other status as protected by law, or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.”

## Applies, but not limited to:

* Handbooks (e.g. student, faculty, program, parent/guardian/employee)
* Catalog
* Syllabi
* Student application
* Job application
* Brochures for LCC programs or activities
* Posters advertising various LCC programs
* Student recruitment materials
* Employee recruitment materials
* Newspapers/magazines (school newspaper as well as ads in the community newspaper)
* Newsletters/memoranda
* Bulletins/postings
* Flyers
* Press releases
* Website

# Abbreviated Nondiscrimination Statement

The following language is approved for **occasional** circumstances when space does not allow for the inclusion of the full statement.

“LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran’s status, or other status as protected by law, or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.”

# Alternative Abbreviated Nondiscrimination Statement

The following language is approved for **occasional** circumstances when **cost** is a substantive obstacle.

“Lansing Community College is an equal opportunity, educational institution/employer.”

## Also Applies:

* When space is a premium
* For Classified ads
* When space is severely limited
1. Requiring agencies include: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the 1973 Rehabilitation Act, and Title II of the Civil Rights Act of 1964. [↑](#footnote-ref-1)