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. 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 15, 2020]: The Full Nondiscrimination Statement has been revised to incorporate the name and phone number 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
“Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of 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 that is unrelated to the person’s ability to 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,

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.
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.

“Lansing Community College is an equal opportunity educational institution/employer. Lansing Community College programs and activities are open for all persons regardless of 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.”

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