

TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975

CIL is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participating in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus Director, who will forward it to the Title VI/Age Discrimination Coordinator. A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party. Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly.

The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Campus Director after the investigation. The Campus Director will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy was violated, will notify all parties, and describe any disciplinary sanctions or remedies.

If the College determines that discrimination based on race, color, national origin, or age may have occurred, the Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects. Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty.
2. assistance in connecting to community-based counseling services.
3. assistance in connecting to community-based medical services.
4. assistance with obtaining personal protective orders.
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact mewards@ciaml.com. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Campus Director responsible for the Institution.

Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator

Marilyn Edwards

Human Resources Director

7070 Allensby St., Houston, TX 77022

713-358-5085

medwards@ciaml.com

Campus Director

Dr. Arturo Cervantes

7070 Allensby Street

Houston, TX 77022

713-358-5071

acervantes@ciaml.com