



# Notice of Non-Discrimination

## Discrimination and Harassment

Southwestern Community College District (College District) prohibits **harassment and or discrimination**, as required by Title IX of the Education Amendments of 1972, of its students, employees and third parties based on all the following protected characteristics:

race	color	ethnicity
religion (including religious dress, prayer, and grooming practices)	creed	sex
age (40 years and over in the employment context)	marital status	national origin
citizenship status	employment status	income status
shared ancestry and ethnic characteristics	partnership status	medical condition (including cancer and genetic characteristics)
pregnancy (including childbirth, breastfeeding, or related medical conditions)	disability	political belief or affiliation
Domestic and dating violence victim status	military or veteran status	sexual orientation
genetic information	gender and gender identity	gender expression

and any other class of individuals protected from discrimination under federal, state, or local law, regulation, or ordinance in any of the college’s educational or otherwise federally funded programs and activities.

## Retaliation

The College District prohibits **retaliation** against any individual for the purpose of interfering with any right or privilege secured by the college's board policies, administrative procedures or law, or because the individual makes a good faith report or formal complaint, testifies, assists, participates, or refuses to participate in any manner in an investigation, proceeding, or hearing as required by Title IX of the Education Amendments of 1972.

Incidents of retaliation should be immediately reported to the Title IX Coordinator or file an online [Discrimination, Harassment & Retaliation \(DHR\) reporting form](#).

## College District Personnel Responsible for Responding to Reports

The College District has designated the Director of Employee Relations and Title IX to coordinate the college's compliance with federal and state civil rights laws regarding protected characteristics, including Title IX and other laws and regulations referenced. Contact information is below:

**Chela Cholula, SHRM-SCP** (she, her, ella)  
Director of Human Resources, Recruitment & Talent Management  
*Acting Director of Employee Relations/Title IX Office*  
Human Resources Division  
Southwestern Community College District  
900 Otay Lakes Road, Chula Vista, CA 91910  
619.482.6330 | [mcholula@swccd.edu](mailto:mcholula@swccd.edu)

The Employee Relations and Title IX Coordinator for the College District is:

**Mardi Walters, M.Ed., Ed.D.** (she, her)  
Employee Relations and Title IX Coordinator  
Southwestern Community College District  
900 Otay Lakes Road | Chula Vista, CA 91910  
619.482.6329 | [mwalters2@swccd.edu](mailto:mwalters2@swccd.edu)  
Title IX Office Email: [swcertix@swccd.edu](mailto:swcertix@swccd.edu)

## Reporting Discrimination, Harassment and/or Retaliation

If you have experienced discrimination, harassment and/or retaliation, please report it to the Title IX office of the College District, and or use this online [DHR reporting form](#).

## Reporting Sexual Misconduct, Sexual Exploitation, Domestic Violence, Dating or Intimate Partner Violence and/or Stalking

If you have experienced Sexual Misconduct, Sexual Exploitation, Domestic Violence, Dating or Intimate Partner Violence and/or Stalking, or any combination of these crimes, it is important to visit this link to know your [Rights and Reporting Options](#).

To report Sexual Misconduct, Sexual Exploitation, Domestic Violence, Dating or Intimate Partner Violence and/or Stalking contact the College District's Title IX office, or use this online [Sexual Misconduct reporting form](#).

## Inquiries and Reporting Outside of the College District

Complaints and inquiries regarding discrimination, harassment, and retaliation involving federal laws may be directed to the U.S. Department of Education, Office for Civil Rights, at the contact information listed below:

### **U.S. Department of Education Office for Civil Rights**

50 United Nations Plaza 2  
Mail Box 1200, Room 1545  
San Francisco, CA 94102  
[OCR.SanFrancisco@ed.gov](mailto:OCR.SanFrancisco@ed.gov)  
(415) 486-5555  
TTY: (800) 877-8339



**U.S. Equal Employment Opportunity Commission**

**Roybal Federal Building**

55 East Temple Street, 4th Floor  
Los Angeles, CA 90012  
(800) 669-4000  
TTY: (800) 669-6820

**Complaints and inquiries regarding discrimination, harassment, and retaliation involving federal laws related to healthcare may be directed to:**

**U.S. Department of Health and Human Services**

Office for Civil Rights  
200 Independence Avenue, S.W.  
Room 509F HHH Bldg.  
Washington, D.C. 20201  
[OCRComplaint@hhs.gov](mailto:OCRComplaint@hhs.gov)  
1-800-368-1019  
TDD: 1-800-537-7697

**Complaints and inquiries regarding discrimination, harassment, and retaliation involving state laws may be directed to:**

**California Department of Fair Employment and Housing**

320 West 4th Street, 10th Floor  
Los Angeles, CA 90013  
(800) 884-1684  
TTY: (800) 700-2320

**California Civil Rights Department**

State of California  
[Complaint Process | CRD \(ca.gov\)](#)  
[contact.center@calcivilrights.ca.gov](mailto:contact.center@calcivilrights.ca.gov)  
800-884-1684 (voice), 800-700-2320 (TTY) or  
California's Relay Service at 711

## **Federal Contractor Complaints:**

Any person who believes that the College District, as a federal contractor, has violated nondiscrimination or affirmative action obligations may contact the Office of Federal Contract Compliance Programs (OFCCP) at:

### **OFCCP**

#### **U.S. Department of Labor**

200 Constitution Ave NW

Washington, DC 20210

(800) 397-6251 or TTY: (202) 693-1337

## **Discrimination in Employment**

The College District complies with federal and state laws that protect individuals with disabilities from discrimination based on their disability or perceived disability status. As such, reasonable accommodations and auxiliary aids and services are available to individuals with disabilities when such modifications and services are necessary to access the institution's employment application process, during employment, and participation in its programs and services.

## **Disability Related Discrimination**

Disability Support Services (DSS) provides support services for students with disabilities at Southwestern College as mandated by Section 508 of the Rehabilitation Act and the Americans with Disabilities Act. Section 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) 1990 are civil rights legislation implemented to prohibit discrimination against individuals with disabilities. For more information, visit: [Accessibility and Section 508 Compliance \(swccd.edu\)](http://swccd.edu/Accessibility-and-Section-508-Compliance).



Operating under these mandates, DSS provides students who qualify with specialized services to support maximum participation in the College District's programs and activities.

**The College District's ADA/Coordinator is Ruby Ayala** who can be contacted by email at: [rayala@swccd.edu](mailto:rayala@swccd.edu).

For more information on reasonable accommodations, accessibility and how to apply for disability services please visit: [Disability Support Services \(DSS\) \(swccd.edu\)](http://swccd.edu). You may visit Disability Support Services office in person at:

Cesar Chavez Student Services Center  
Building 68, First Floor  
900 Otay Lakes Rd  
Chula Vista, CA 91910

## Accessibility Resources for Faculty

The College District offers a variety of resources to assist faculty in learning about sound course design principles, in making their course materials accessible, and utilizing the Canvas learning management system to provide academic accommodations.

For more information on resources for faculty visit: [Accessibility and Section 508 Compliance \(swccd.edu\)](http://swccd.edu) or contact the Online Learning Center (OLC) at [onlinelearning@swccd.edu](mailto:onlinelearning@swccd.edu) or call (619) 482-6595.

## College District Policies and Procedures

The following College District board policies (BP) and administrative procedures (AP) have been established for Title IX:

- BP 3430 Prohibition of Harassment
- BP 3433 Prohibition of Sexual Harassment under Title IX

- BP 3540 Sexual and Other Assaults on Campus
- AP 3430 Prohibition of Harassment
- AP 3433 Prohibition of Sexual Harassment under Title IX
- AP 3434 Responding to Harassment Based on Sex under Title IX
- AP 3435 Discrimination and Harassment Complaints and Investigations
- AP 3540 Sexual and Other Assaults on Campus
- AP 5530 Student Rights and Grievances
- Sexual Harassment Handbook for Students and Employees

The following College District board policies (BP) and administrative procedures (AP) have been established for accessibility, disability and other related concerns:

- BP 3440 Service Animals
- AP 3440 Service Animals
- BP 4047 Textbook Accessibility, Adoptions & Affordability
- AP 4047 Textbook Accessibility, Adoptions & Affordability
- BP 4105 Distance Education
- AP 4105 Distance Education
- BP 4105 Distance Education
- AP 4105 Distance Education
- BP 5140 Academic Accommodations for Students with Disabilities
- AP 5140 Academic Accommodations for Students with Disabilities
- BP 5145 Accessibility of Electronic & Information Technology
- AP 5145 Accessibility of Electronic & Information Technology
- AP 6365 Accessibility of Information Technology

Effective date of this Notice of Non-Discrimination: 1.11.24