

RESOLUTION AGREEMENT
Cambridge College
OCR Complaint No. 01-22-2166

The Cambridge College (College) has entered into this agreement to resolve the allegation in the above-referenced complaint. The College assures that it will take the following actions.

The College agreed to resolve this complaint prior to the completion of OCR's investigation pursuant to Section 302 of OCR's *Case Processing Manual*.

Action Item 1

The College will provide Title VI training to the College's faculty (including adjunct, part-time, and other), administrators, and other staff regarding (a) Title VI's prohibition against discrimination and retaliation, (b) examples of behaviors that constitute retaliation, including defining protected activity and adverse action, and (c) the redress applicable to both employees who engage in retaliation and students who are subjected to retaliation.

Reporting Requirements

1. By October 14, 2022, the College will provide, for OCR's review and approval a copy of the training materials it will use (and those it will disseminate, if different), as well as the credentials of the trainer/presenter.
2. Within 30 calendar days of OCR's approval, the College will provide to OCR:
 - a. A list of the individuals who attended the training and their positions;
 - b. The date(s) the training was conducted; and
 - c. Copies of any training materials disseminated.

Action Item 2

The College will create a protocol to ensure that when a discrimination complaint is filed against a faculty member while the student is in the faculty member's class, the College will take steps to ensure that the professor does not engage in retaliation. The protocol should include, but not be limited to, advising the faculty member on the prohibition against retaliation, and reminding the faculty member of the disciplinary sanctions applicable to employees who engage in retaliation. In issuing its notice of outcome of the investigation, the College will remind the faculty member of the prohibition against retaliation, and provide guidance on ensuring that the faculty member proceeds in a non-retaliatory manner.

Reporting Requirements

1. By October 14, 2022, the College will provide OCR with a copy of the protocol, and documentation confirming that the protocol has been provided to personnel responsible for overseeing discrimination complaints, including but not limited to the XXXXXX XX XXXXXXXXXXXX, and the Dean of the XXXXXX XX XXXXXXXXXXXX.

2. By June 30, 2023, the College will provide OCR with a report detailing its application of the protocol during the 2022-2023 academic year.

Action Item 3

The College will undertake a review of the Complainant's grade from XXXXX XXXXXXXXXXXX. The review will be conducted by an independent reviewer. As part of this review, the Complainant will be given the opportunity to redo the XXXXX assignment, after being provided clear requirements for the assignment, including a reasonable timeframe to complete it, and it will be graded by the independent reviewer. The Complainant will be informed at the outset that if she declines the opportunity to redo the XXXXX assignment, the grade that was initially given on her XXXXX assignment will be used in the review.

Reporting Requirements

1. By October 14, 2022, the College will provide to OCR:
 - a. The name and title of the individual that handled the review;
 - b. An explanation of the reviewer's process and findings; and
 - c. The reviewer's determination of the Complainant's final grade.

Action Item 4

The College will provide a written reminder to the professor to adhere to the College's policy regarding attendance and grading, and that deviations from this policy should receive pre-approval to ensure that the policy is being applied in a non-discriminatory, non-retaliatory manner.

Reporting Requirements

1. Within 30 days of signing this agreement, the College will provide documentation confirming that the professor was notified.
2. By June 30, 2023, the College will provide OCR with documentation that the professor adhered to the College's policy regarding attending and grading, and that if any deviations occurred, they received pre-approval.

The College understands that by signing this Agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the Agreement. Further, the College understands that during the monitoring of this Agreement, if necessary, OCR may visit the College, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the College has fulfilled the terms of this Agreement. The College understands that OCR will not close the monitoring of this Agreement until such time as OCR determines that the College is in compliance with the terms of the Agreement and the statute(s) and regulation(s) at issue in this case.

The College understands that OCR may initiate administrative enforcement proceedings or refer the case to the Department of Justice for judicial proceedings to enforce the specific terms of this Agreement and the applicable statute(s) and regulation(s). Before initiating such proceedings, OCR shall give the College written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

The Agreement will become effective immediately upon the signature of the College's representative below.

By: _____/s_____ Date: 9/27/22
Deborah Jackson, President