

**Southern Crescent Technical College  
Resolution Agreement  
Complaint #04-14-2305**

The Southern Crescent Technical College (College) submits to the U.S. Department of Education (Department), Office for Civil Rights (OCR), this Resolution Agreement (Agreement) to voluntarily resolve the above referenced complaint and to ensure compliance with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C §1681 *et seq.* and its implementing regulation, 34 C.F.R. Part 106, which prohibit discrimination on the basis of sex by recipients of Federal financial assistance. Accordingly, the College agrees to implement the actions described below:

**Procedure and Policy Based Remedies:**

1. a) **By September 15, 2014**, the College will revise the “Name Change Request” Form to clearly state the documentation necessary to facilitate a name change for any student or former student at the College, including any special documentation requirements for name change requests that are not submitted in person. In addition, the College will ensure that the ‘Name Change Policy’ is easily accessible to students and former students on the College’s website and contained in the student handbook.
  
- b) **By October 1, 2014**, the College will make sure that the new form is available electronically on the College’s website, in the student handbook, and in the Office of the Vice President for Student Affairs.

**REPORTING REQUIREMENT: By October 15, 2014**, the College will provide OCR with documentation demonstrating that the College has revised the policy and it has been placed on the College’s website, in the student handbook and in the Office of the Vice President for Student Affairs.

2. **By September 30, 2014**, and annually thereafter until the monitoring of this Agreement is closed, the College will provide Title IX training to all staff who assist students or former students with “Name Change Requests”, to include the different treatment of male and female students at the College.

**REPORTING REQUIREMENT: By October 30, 2014**, the College will provide OCR with documentation demonstrating that the College has initiated annual training pursuant this item of the agreement. The documentation shall include: (1) the date of the training session(s); (2) a list of names and titles of all College staff who participated in the training session(s); (3) a description of the presenter’s background and qualifications with respect to knowledge of Title IX; and (4) a copy of the agenda and the training materials disseminated.

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 this 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 and is in compliance with Title IX and its implementing regulation at 34 C.F.R. §106.31. and §106.40

The College understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR shall give the District written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

The College understands that OCR will not close the monitoring of this agreement until OCR determines that the recipient has fulfilled the terms of this agreement and is in compliance with the regulation implementing Title IX.

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

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**College President  
or designee**

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**Date**