

Usage for Statement of Equal Opportunity

Revised June 2008

It is imperative that all marketing material and advertising used to promote the technical college system or any individual college comply with the following guidelines for using disclaimer statements.

A. For all college catalogs the following statement must be included.

*The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities, including admissions policies, scholarship and loan programs, athletic and other Technical College System and Technical College-administered programs, **including any Workforce Investment Act of 1998 (WIA) Title I financed programs**. It also encompasses the employment of personnel and contracting for goods and services. The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.*

This statement must be followed by contact information for each school's Title IX coordinator and the Section 504 coordinator. Contact information includes name or title, office address and phone number

B. For all other printed collateral this abbreviated statement should be used:

*As set forth in its student catalog, (name of college) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).*

This statement must also be followed by contact information for each school's Title IX coordinator and the Section 504 coordinator. Contact information includes name or title, office address and phone number

C. If there is not enough space in the ad resulting in a very small font, please use this abbreviated statement which will keep us in compliance with OCR regulations:

The (name of college) does not discriminate on the basis of race, color, national origin, gender or disability.

This statement must also be followed by contact information for each school's Title IX coordinator and the Section 504 coordinator. Contact information includes name or title, office address and phone number

D. Advertising (outdoor, print, radio and TV): If the size or length of the advertising medium does not allow room for either of the above statements without accruing additional costs, the following statement can be used:

Equal Opportunity Institution

For all statements use a font and font size that are easily readable.

Please contact your Title IX coordinator, Section 504 coordinator or Francine Shuman for clarification:

Francine Shuman

fshuman@tcsg.edu