



NORTH CENTRAL
COLLEGE 1861

Non-Discrimination Notice

At North Central College, supporting our diverse, inclusive, and global community is central to our core values. Our campus has a history of faculty, staff and students working together to foster a campus environment where acts of discrimination, harassment and sexual misconduct are not tolerated and where we promote a safe, non-discriminatory environment reflective of our commitment to diversity, inclusion, academic freedom, and free speech.

Any member of the North Central College community has the right to raise concerns or make a complaint about experiencing bias or discrimination, harassment, sexual misconduct, or retaliation.

Sex or Gender-based Discrimination:

All faculty and staff are considered “Mandated Reporters”, mandating that they report complaints about sex or gender-based discrimination, harassment, sexual misconduct, retaliation, or discrimination against pregnant and parenting individuals. Reports can be made via the online [Sexual Misconduct \(Title IX\) Reporting Form](#) or to:

Cortney Matuszak
Title IX Coordinator
Old Main 524
30 N. Brainard
cmatuszak@noctrl.edu
(630) 637-5156

Confidential reports about sexual misconduct can be made to:

Dyson Wellness Center counseling staff
2nd floor of Benedetti-Wehrli Stadium
455 S. Brainard
dysonwellness@noctrl.edu
(630) 637-5550

Anonymous reports can be made by calling the Campus Conduct Hotline (24 hours) at (866) 943-5787.

All Other Forms of Bias and Discrimination:

Reports or complaints about any other forms of discrimination or harassment should be made via the online [Bias Incident Reporting Form](#) or to:

For Faculty & Staff:

Lisa Kapicak
Assistant Director of Human Resources
Old Main, Suite 507
30 N. Brainard Street
(630) 637-5763
lfkapicak@noctrl.edu

For Students:

Meyani Montano
Director of Student Engagement & Belonging
Chair, Bias Incident Response Team
Harold & Eva White Activities Center, Suite 202
325 E. Benton Avenue
(630) 637-5166
mamontano@noctrl.edu

Dr. Vicki Williams
Vice President for Student Life & Dean of Students
Old Main, Suite 501
30 N. Brainard Street
(630) 637-5151
vwilliams@noctrl.edu

The College complies with the Equal Pay Act of 1963, Title VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act Amendments Act, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Title IX of the Education Amendments Act of 1972, the Pregnancy Discrimination Act of 1978, the Uniformed Services Employment and Re-employment Act, the Vietnam-Era Veterans Readjustment Assistance Act of 1974, the Genetic Information Nondiscrimination Act of 2008, Illinois Preventing Sexual Violence in Higher Education Act, and the Illinois Human Rights Act.

In addition, below you will find data about the total number of bias reports submitted through the Bias Incident Reporting Form from 2024-2025 academic year:

2024-2025 Data

We received 11 reports submitted through the Bias Incident Reporting Form. All 11 cases have been created for individuals through these reports and were reviewed by the BIRT.

Disability Discrimination Policy and Accommodation

The College is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

Faculty and Staff with Disabilities

Pursuant to the ADA, the College will provide reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to the Institution.

Faculty or staff members with a disability are responsible for submitting a request for an accommodation to Human Resources and providing necessary documentation. Human Resources will work with the faculty or staff member's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

Office of Human Resources

Old Main, Suite 507

Phone: (630) 637-5757

[Online Accommodation Request Form](#)

Students with Disabilities

The College is committed to full compliance with the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973, as well as other federal and state laws and regulations which prohibit discrimination against qualified individuals with disabilities. This College policy ensures that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any College program or activity. The College is committed to providing qualified students with disabilities with access to reasonable accommodations to ensure access to the academic programs, facilities, and activities of the College.

A student requesting any accommodation should first contact Student Disability Services, who coordinates services for students with disabilities. Student Disability Services can be contacted by phone at 630-637-5264 or via email at sds@noctrl.edu.

For specific steps to request accommodations, see the [Student Disability Services webpage](#).

Student Disability Services:

Noah Cooperider
Coordinator of Student Disability Services
nbcooperider@noctrl.edu
(630) 637-5264

Patrick Johnson
Coordinator of Student Disability Services
pjohnson@noctrl.edu
(630) 637-5576

Grievance Procedure

Most matters of harassment, discrimination, and/or denial of an accommodation can be resolved informally by a Student Disability Services Coordinator. All efforts are made to address the situation immediately to avoid the disruption to the student's experience. If the matter cannot be resolved by a Student Disability Services a Coordinator or if the complaint involves the coordinator, the student can email the 504/ADA Coordinator directly or fill out the online Bias Incident Reporting Form within 30 days of the date of the alleged discriminatory action.

Online Reporting via the [Bias Incident Reporting Form](#).

When a resolution cannot be found informally, the student may email the 504/ADA Coordinator directly to start a formal grievance process. This should be completed as soon as an informal resolution cannot be met or within 30 days of the date of the alleged discriminatory action.

The grievance should include a description of the alleged discrimination, harassment, and/or denial of accommodation. Relevant facts, communication exchanges, or other relevant documents should be included. The student should also state a desired resolution. The 504/ADA Coordinator will conduct a prompt and thorough investigation. Upon completion of the investigation, the 504/ADA Coordinator will provide a written response to the grievant.

Retaliation against persons involved in reporting, investigation or informal resolution process is prohibited. Retaliation will be treated as a separate violation of the policy.

504/ADA Coordinator:

Julie M. Williams
Associate Vice President of Academic Affairs and Dean of Student Success/504 Coordinator

October 1, 2025

jwilliams@noctrl.edu

(630) 637-5253

If any complaint cannot be resolved at the college level, the student may choose to file a complaint with the Federal Office of Civil Rights.

Denver Office

Office for Civil Rights

U.S. Department of Education

Cesar E. Chavez Memorial Building

1244 Speer Boulevard, Suite 310

Denver, CO 80204-3582

Telephone: 303-844-5695

FAX: 303-844-4303; TDD: 800-877-8339

Email: OCR.Denver@ed.gov