

**HANDLING CIVIL RIGHTS COMPLAINTS**  
**MICHIGAN STATE UNIVERSITY EXTENSION**  
**November 2023**

**I. PROGRAM COMPLAINTS**

Michigan State University prohibits discrimination and harassment in its programs based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. MSU also prohibits retaliation against those who report discrimination or harassment, or who participate in the University's investigation and handling of such reports.

The University's Relationship Violence and Sexual Misconduct and Title IX Policy provides the grievance process for complaints alleging sexual harassment as defined by Title IX, as well as prohibited relationship violence, sexual misconduct, stalking and retaliation. The Anti-Discrimination Policy and the Anti-Discrimination Policy User's Manual provide the grievance procedure for complaints alleging all other forms of discrimination, harassment, and retaliation.

**A. Right to File a Complaint**

1. MSU's Office for Civil Rights

Any person who believes he or she has been discriminated against or harassed in an MSU program or activity is encouraged to report the incident(s) to the University's Office for Civil Rights and Title IX Education and Compliance ("OCR"). The University will respond promptly, including by offering supportive measures, informing parties about the available complaint and investigation processes, and taking reasonable care to prevent and promptly correct discrimination or harassment.

Reports may be made at any time (including during non-business hours) by using the telephone number, email, online reporting form, or by mail to the OCR address, listed below. Reports may be submitted in person at the OCR Office during business hours or by appointment if after business hours. University community members may report allegations of harassment, discrimination or retaliation to OCR via the Public Incident Reporting Form or by calling OCR at (517) 353-3922.

Office for Civil Rights and Title IX Education and Compliance

408 W. Circle Dr., Suite 5, Olds Hall  
East Lansing MI 48824  
(517) 353-3922  
oie@msu.edu  
Reporting Form: File a report

The University's Title IX Coordinator is responsible for oversight and implementation of the University's Title IX policies and grievance procedures, monitoring the campus climate, and coordination of Title IX compliance efforts across the University. MSU's Title IX Coordinator is:

Laura Rugless, JD  
408 W Circle Dr, Suite 5 Olds Hall  
East Lansing MI 48824

(517) 353-3922

[OCR.laurarugless@msu.edu](mailto:OCR.laurarugless@msu.edu)

## 2. Director of Extension

Any person who believes that they have been discriminated against on one of these bases within a USDA funded program may file a written complaint with the Director of Extension, Michigan State University Extension, Justin Morrill Hall of Agriculture, 446 W. Circle Dr., Room 409, East Lansing, MI 48824 or by email at [msuedir@msu.edu](mailto:msuedir@msu.edu)

When submitting your complaint through the Director's Office , please provide the following information:

- Date of complaint
- Short summary of complaint
- Contact information of complainant

## 3. USDA

To file a program discrimination complaint through USDA, a complainant should complete a [Form AD 3027, USDA Program Discrimination Complaint Form](#) (PDF, 293 KB) , which can be obtained online, from any USDA office, by calling **(866) 632-9992**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed [AD-3027](#) (PDF, 462 KB) form or letter must be submitted to USDA by:

**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:** (833) 256-1665 or (202) 690-7442;

**email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

All Civil Rights complaints must be filed within **180 days** from the date of the alleged discrimination.

### **B. Additional information that can be shared**

In your role of an MSU Extension staff person, if an individual requests additional information about the filing of a discrimination complaint, you can advise them of the following:

1. They can report directly to MSU's Office for Civil Rights (OCR). Or, if they are willing to provide their name, you can connect them with OCR to share their concern.
2. If a complaint is received by Extension, the complaint will be forwarded, by staff in the MSUE Director's Office or Human Resources Office, to the Office for Civil Rights (OCR)/ Office of Institutional Equity (OIE) at

Michigan State University for possible further action. Information about OIE's complaint process can be found here: <https://civilrights.msu.edu/policies/index.html>

3. Instruct the complainant that they may also file a written complaint with the Director, Office of Civil Rights, USDA using the process above within the 180-day timeframe.
4. Upon notification of OCR/OIE and/or the Director of Extension, those offices will advise the complainant as to further action.

## **II. EMPLOYMENT RELATED COMPLAINTS**

Michigan State University prohibits discrimination and harassment in employment based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight. MSU also prohibits retaliation against those who report discrimination or harassment, or who participate in the University's investigation and handling of such reports.

The University's Relationship Violence and Sexual Misconduct and Title IX Policy provides the grievance process for complaints alleging sexual harassment as defined by Title IX, as well as prohibited relationship violence, sexual misconduct, stalking and retaliation. The Anti-Discrimination Policy and the Anti-Discrimination Policy User's Manual provide the grievance procedure for complaints alleging all other forms of discrimination, harassment, and retaliation.

### **A. When You Receive a Complaint**

If a discrimination complaint (written or verbal) is received by an MSU Extension staff member, the following procedures are to be followed immediately after receipt of the complaint.

1. Inform the complainant that the complaint will be forwarded to the Office for Civil Rights (OCR)/Office of Institutional Equity (OIE) at Michigan State University. Information about OIE's complaint process can be found here: <https://civilrights.msu.edu/policies/index.html>
2. Inform OCR/OIE of the complaint (OIE's contact information can be found here): <https://civilrights.msu.edu/file-a-report/index.html> , as well as the Director of Extension, about the complaint immediately.
4. Upon notification of OCR/OIE and the Director of Extension, those offices will advise you as to further action.