



HOW TO FILE A CIVIL RIGHTS COMPLAINT

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.

If you believe you have been discriminated against or harassed in an MSU Extension program or activity, you are encouraged to report the incident to the MSU Office of Civil Rights, MSU Extension, the U.S. Department of Agriculture (USDA), or all three.

MSU OFFICE OF CIVIL RIGHTS

File a report 24/7 by:

Phone: 517-353-3922

Email: ois@msu.edu

Online reporting form:
<https://msu.guardianconduct.com/incident-reporting/>



Mail:
Olds Hall
408 W. Circle Dr., Suite 5
East Lansing, MI 48824

Please include the date of the incident, a short summary of the complaint, and the complainant's contact information.

MSU EXTENSION

File a written complaint with the MSU Extension Director:

Phone: 517-355-2308

Mail:
Justin Morrill Hall of Agriculture
446 W. Circle Dr., Room 409
East Lansing, MI 48824

Email: msuedir@msu.edu

Please include the date of the incident, a short summary of the complaint, and the complainant's contact information.

U.S. DEPARTMENT OF AGRICULTURE

File a complaint with the U.S. Department of Agriculture using either the USDA Program Discrimination Complaint Form (AD-3027) or a letter. The form is available online (<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>), from any USDA office, or by phone (866-632-9992).



A complaint letter must contain all of the information requested in the form (including the complainant's name, address, and phone number, the date of the alleged discriminatory action, and a written description of the incident) and be signed by the complainant or their authorized representative. Submit the completed form or letter by:

Mail:
U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Ave. SW, STOP 9410
Washington, DC 20250-9410

Fax: 833-256-1665 OR 202-690-7442

Email: program.intake@usda.gov

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