



# MICHIGAN STATE UNIVERSITY'S ANTI-DISCRIMINATION PROCESS

Last Updated: August 29, 2024

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## SUPPORT & INTAKE

The Office for Civil Rights (OCR) reviews all reports for potential policy violation(s) and provides outreach to the impacted person(s). If there are immediate safety concerns or additional reporting obligations, OCR coordinates with appropriate partners to address them.



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## CLAIMANT OPTIONS

Options for supportive and/or interim measures and resolution are offered to the impacted person (claimant). Examples of supportive measures include no contact directives, deadline extensions, housing changes and work schedule adjustments.



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## INITIAL ASSESSMENT

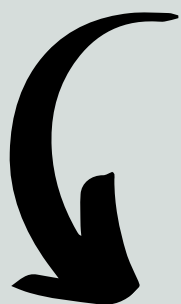
Upon receiving a report, OCR will conduct an initial assessment to determine if the reported conduct is covered under the Anti-Discrimination Policy, and whether the claimant(s), or impacted person(s), would like to meet with an Investigator. If the reported conduct is not covered under the ADP, or does not meet policy standards, then OCR will provide the impacted person(s) with information about resources and other applicable processes, and may refer the report to the unit and human resources for follow up under other HR-related policies.



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## INVESTIGATION & DECISION

During the investigation, the claimant(s) and respondent(s) have an opportunity to present their information in separate interviews with an investigator. Investigations can be expected to be completed within 90 days. At the conclusion of the investigation, the Investigator will release a Preliminary Investigative Report and evidence to the parties for review and feedback. After the parties have provided feedback, the Investigator will issue a Final Investigative Report, which will include findings of fact and a determination of whether the policy has been violated. If an employee is found to have violated the ADP, the employee's supervisor and HR will coordinate and determine appropriate discipline and follow up. If a student is found to have violated the ADP, the Office of Student Support and Accountability will determine an appropriate sanction.



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## APPEAL

Both Claimant(s) and Respondent(s) have an opportunity to submit an appeal to the Equity Review Officer (ERO). Appeals must be submitted within 10 days of the written notice of findings, except where a student respondent is found to have violated the ADP, in which case appeals must be submitted within 10 days of the written notice of the sanction decision. The ERO will issue a written response to the appeal within 18 days of receiving any responses to the appeal. If no appeal is filed, the decision in the Final Investigation Report is final.

*\*All days are referred to in business days for this policy.*

*\*Each of these timeframes can be extended for good cause based on the the circumstance of each case.*



For more information, including MSU's Anti-Discrimination policy, or to make a report, visit [civilrights.msu.edu](http://civilrights.msu.edu) or scan the QR code.

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