



**KENTUCKY STATE  
UNIVERSITY**

## **Discrimination Complaint Information**

### **How to Report a Complaint:**

Kentucky State University is an equal opportunity provider institution and does not discriminate on the bases of race, color, national origin (including limited English proficiency), religion, sex, sexual orientation, pregnancy, age, disability, reprisal or retaliation for prior civil rights activity, political belief, or veteran status in the admission to or participation in any educational programs or activities which it conducts, or in any employment policy or practice. As a recipient of federal funds from the United States Department of Agriculture (USDA), Kentucky State University complies with its nondiscriminatory practices. If you believe that you have been denied access to services or programs offered by the College of Agriculture, Health, and Natural Resources on one of the bases, you have the right to report a complaint in person or in writing (email, letter). Please be assured that your complaint will be handled with the utmost confidentiality and professional courtesy.

When reporting your complaint, you can contact the individual providing the program or service. If you are not comfortable contacting the person delivering the service, you can contact the individual's supervisor or the Civil Rights Compliance officer for the College of Agriculture, Health, and Natural Resources. See contact below:

#### **Nancy Cálix, Civil Rights Compliance Officer**

Cooperative Extension Building, Room 208  
400 East Main Street, Frankfort KY 40601

Nancy.calix@kysu.edu  
Telephone: 502-597-5233

### **What to include in your letter/email when reporting complaints:**

- Your name and contact information (telephone, mailing address, etc.)
- The best way to contact you
- Who you believe discriminated against you or on what basis (race, color, national origin (including limited English proficiency), religion, sex, sexual orientation, pregnancy, age, disability, reprisal or retaliation for prior civil rights activity, political belief, or veteran status)
- Whether you believe you were denied access to services, programs, employment opportunity
- The name (if known) of the research or extension program, activity, event, etc.
- A description of what happened to you, including the date of the alleged discrimination
- The location of where the alleged discrimination occurred
- How would you like to see this complaint resolved?

You can also file a program discrimination complaint directly to the USDA. To file a program discrimination complaint, a complainant should complete the USDA Program Discrimination Complaint Form, AD-3027, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, 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 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 form or letter must be submitted to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (833) 256-1665 or (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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