

How to File a Discrimination Complaint

Contact the Office of Compliance

Mail: 500 Lincoln Drive 361 Bascom Hall Madison, WI 53706

Phone: (608) 265-6018; Relay calls accepted

Email: uwcomplianceoffice@wisc.edu

Fax: 608-263-4725

www.compliance.wisc.edu

Statement of Non-Discrimination

The University of Wisconsin-Madison is committed to comply with all applicable federal and state laws and regulations and University of Wisconsin System and university non-discrimination policies and procedures, including but not limited to:

- Title VI of the Civil Rights Act of 1964 (Race, Color, and National Origin)
- Title IX of the Education Amendments of 1972 (Sex-based)
- The Americans with Disabilities Act of 1990 (Disability)
- The Age Discrimination Act of 1975 (Age)

Who May File?

The following individuals may file a complaint with the Office of Compliance (OC):

- Employees
- Former employees
- Students
- Former students
- Applicants for employment
- Applicants for admission
- Recipients of university services, while participating in university programs and activities, including visitors to campus
- The OC Director may also initiate a complaint investigation at their discretion or at the request of the Chancellor or Provost.

Timeframe for Submission

Complaints must be filed with the OC within 300 days of the alleged act of discrimination, counted from the date of the alleged discrimination to the date the complaint is received. This time frame will only be extended in unusual circumstances by the OC Director. Certain sex-

based complaints of sexual harassment and/or sexual violence are not governed by the 300-day deadline.

What Must a Complaint Include?

- The complaint must be in writing, signed by the complainant, and dated.
- Contact information.(i.e., name, telephone number, or email address.)
- The grounds on which the alleged discrimination occurred. (Please refer to “Protected Bases” listed on the OC website: www.compliance.wisc.edu/eo-complaint)
- The name, title, and address of the person who is responsible for the alleged discriminatory conduct. The OC recognizes that it may be difficult for a complainant to gather this information. However, before a complaint can be accepted, the OC must be able to confirm that the alleged discrimination involved a university sponsored program or activity or was committed by a person acting in his or her capacity as a member of the university.
- The dates, time period, and the location of the actions or incidents believed to be discriminatory.
- The effect that the treatment or actions have had on the complainant’s work, instructional, or study environment, or the complainant’s ability to take part in university programs or activities.
- The name, email address and phone number of persons who have information relevant to the allegations, and the names of any persons who might have experienced similar treatment.
- Any material supporting the allegations.
- Also, a statement of an outcome or resolution the complainant believes would be an appropriate remedy for the complaint may be included but is not required.

Information and Inquiries

Letissa C. Reid

Equal Opportunity Investigation

Program Coordinator

letissa.reid@wisc.edu or complaint_investigator@wisc.edu

Lauren Hasselbacher

Title IX Coordinator

lauren.hasselbacher@wisc.edu or titleix_coordinator@wisc.edu

Office of Compliance

500 Lincoln Drive

361 Bascom Hall

Madison, WI 53706

Tel: 608-265-6018

www.compliance.wisc.edu

Campus Resources

Office for Equity and Diversity

500 Lincoln Drive
179A Bascom Hall
Madison, WI 53706
Phone: 608-263-2378
www.oed.wisc.edu

Office for Equity and Diversity, Disability Coordinator/Employment

Barbara A. Lanser
500 Lincoln Drive
186 Bascom Hall
Madison, WI 53706
Phone: 608-263-2407
www.oed.wisc.edu/disability-accommodation

McBurney Disability Resource Center

702 W Johnson Street
Suite 2104
Madison, WI 53715-1007
Main Office Numbers: 608-263-2741 (voice)
608-225-7956 (text)
Email: mcburney@studentlife.wisc.edu
www.mcburney.wisc.edu

ADA Coordinator

500 Lincoln Drive
361 Bascom Hall
Madison, WI 53706
Phone: 608-265-6018
Email: ada_coordinator@wisc.edu
www.compliance.wisc.edu/ada

Dean of Students Office

500 Lincoln Drive
70 Bascom Hall
Madison, WI 53706-1380
Phone: 608-263-5700
Email: dean@studentlife.wisc.edu
www.doso.students.wisc.edu

Ombuds Office

610 Langdon Street

223-225 Lowell Center

Madison, WI 53703

www.ombuds.wisc.edu

Phone: 608-265-9992

Email: uwombuds@mailplus.wisc.edu

www.ombuds.wisc.edu

Employee Assistance Office

Room #226, Lowell Hall

610 Langdon Street

Madison, WI 53703

Phone: 608-263-2987

Email: eao@mailplus.wisc.edu

www.eao.wisc.edu

Cultural Linguistic Services

21 North Park Street

Suite 5101

Madison, WI 53715

Phone: 608-265-4691

www.cls.wisc.edu

Federal and State of Wisconsin Resources

Filing deadline under federal and state law may differ. For more information, please contact:

U.S. Equal Employment Opportunity Commission

Phone: 800-669-4000 TDD: 800-669-6820

Fax: 414-297-4133

www.eeoc.gov/milwaukee/index.cfm

U.S. Department of Education

Office for Civil Rights

Phone: 312-730-1560 TDD: 800-877-8339

Fax: 312-730-1576

Email: OCR.Chicago@ed.gov

www2.ed.gov/about/offices/list/ocr/index.html

Wisconsin Department of Workforce Development

Phone: 608-266-6860 TDD: 608-264-8752

Fax: 608-267-4592

Email: erinfo@dwd.wisconsin.gov

www.dwd.wisconsin.gov/er/contacts.htm