

Title VI Policy Statement

As a recipient of Federal funding, Alabama A&M University Research Experiment Station housed under the College of Agricultural, Life and Natural Sciences (CALNS) is required to comply with Title VI of the Civil Rights Act of 1964 as amended. Title VI of the Civil Rights Act of 1964 requires that no person in the United States, on the grounds of race, color, or national origin be excluded from, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance. Presidential Executive Order 12898 addresses environmental justice in minority and low-income populations. Presidential Executive Order 131166 addresses services to those individuals with Limited English Proficiency (LEP). The rights of women, the elderly, and disabled are protected under related statutes. These Presidential Executive Orders and the related statutes fall under the umbrella of Title VI.

CALNS will take positive and realistic affirmative steps to ensure that all persons and/or groups wishing to participate in its programs are given an equal and equitable chance to participate. CALNS sub-recipients and contractors are required to prevent discrimination and ensure nondiscrimination in all of their programs, activities, & services.



AAMU Office of Research Compliance

James O. Bukenya, Ph.D.
Director

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CALNS Title VI Complaint Procedure

1. Any person who believes that they have been subject to discrimination may file a written complaint with the CALNS 1890 Research Director's office. Federal and State law requires complaints be filed within one-hundred eighty (180) calendar days of the last alleged incident.
2. The complainant may fill out the complaint form [online](#) or request the complaint form from the CALNS 1890 Research Director's Office. The complainant may also submit a written statement that contains all of the information identified in Section 3 (a) through (g) below.
3. **The complaint will include the following information:**
 - a) Name, address, and telephone number of the complainant.
 - b) The basis of the complaint; i.e., race, color, national origin, sex, elderly or disabled.
 - c) The date or dates on which the alleged discriminatory event occurred.
 - d) The nature of the incident that led the complainant to feel discrimination was a factor.
 - e) Name, address, and telephone number of persons who may have knowledge of the event.
 - f) Other agencies or courts where complaint may have been filed and a contact name.
 - g) Complainant's signature and date.
4. If the complainant is unable to write a complaint/upload, the CALNS staff will assist the complainant. If requested by complainant, CALNS will provide a language or sign interpreter. The complaint may be sent or faxed to the following address:

Dean/1890 Research Director
Alabama A&M University
College of Agricultural, Life and Natural Sciences (CALNS)
300A Dawson Building
Normal, AL 35762
256.372.4166 (office)
256.372.8645 (fax)
research.compliance@aamu.edu
5. CALNS will contact the complainant in writing no later than thirty (30) working days after receipt of complaint of additional information, if needed to investigate the complaint. If the complainant fails to provide the requested information in a timely basis, CALNS will administratively close the complaint.
6. CALNS will complete the investigation within ninety (90) days of receipt of the complaint. A written investigation report will be prepared by the investigator(s). The report shall include a summary description of the incident, findings, and recommendations for disposition.
7. The 1890 Research Director will review the report. A closing letter and exit interview will be provided to the complainant. The respondent will also receive a copy of the closing letter. Each will have five (5) working days from receipt of the report to respond. If either party responds negatively or has additional information to provide, an informal meeting will be arranged by the Director of 1890 Research Programs. If neither party responds, the complaint will be closed.
8. The investigation report with recommendations and correction actions taken will be forwarded to the appropriate University office, state or federal agency, the complainant, and respondent.
9. CALNS will advise complainants of their appeal rights to the appropriate office or federal agency.

Filing a complaint directly with USDA

A complainant may file a complaint directly with the US Department of Agriculture's National Institute of Food and Agriculture Office of Equal Opportunity and Civil Rights by completing a Form AD-3027, USDA Program Discrimination Complaint Form, 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 U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or (2) Fax: (833) 256-1665 or (202) 690-7442; or (3) Email: program.intake@usda.gov.