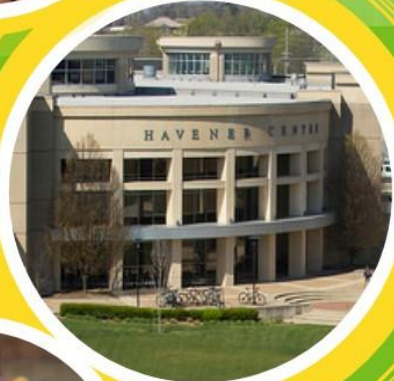


Strength through diversity



# 2015-16 Annual EO Report

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# Introduction

This 2015-2016 Annual Equity Report has been developed and prepared by the Office of Institutional Equity, Diversity and Inclusion. For further information, please contact the office via telephone at (573) 341-7734; email at [iedi@mst.edu](mailto:iedi@mst.edu); or fax at (573) 341-4244. This report will be maintained and updated on an annual basis and will reflect steps made throughout the course of the year towards creating a diverse and inclusive campus to enhance the educational experience for students, promote a professional work environment for all faculty and staff, and strengthen the surrounding community.

At Missouri University of Science and Technology we recognize the importance of equity and are committed to providing a safe, respectful, and supportive environment for all students, faculty, staff and visitors to campus. To that end, the University named Shenethia Manuel, Associate Vice Chancellor for Human Resource Services, Affirmative Action, Diversity and Inclusion (HRSAADI) as Title IX Coordinator in April 2014. Manuel coordinated the efforts of multiple departments, including Athletics, Human Resources and the Dean of Students office, in educating the University community on equity issues and the resources available to ensure an equitable environment for all.

Recognizing the need for a focused effort, strategic funding was supported by both Missouri S&T and the University of Missouri System to restructure the HRSAADI department to better address sex discrimination and equity issues on the S&T campus. In January 2015, the department was elevated and renamed the Division of Human Resources, Equity and Inclusion (HREI), headed by Vice Chancellor Shenethia Manuel. HREI is comprised of two separate sub-departments: Human Resources (HR) and Institutional Equity, Diversity and Inclusion (IEDI). The latter is charged with ensuring the University meets its obligations to ensure an inclusive environment and combat equity discrimination.

During the restructure, new staff was hired to fill the needs of the IEDI department, beginning with the Director, who also serves as Deputy Title IX Coordinator. In June 2015, the University Investigator was hired, followed by the Intake Officer in July of the same year. Recognizing the need for outreach and education and adhering to one of the core priorities of the department's mission statement, the Training and Program Development Educator was also hired in July 2015. Supported by an administrative staff, the new team has been proactive in fostering a culture of equity on campus through investigation, training, collaboration, and continuing education.

## Year in a Glance

The following activities and accomplishments occurred as a collaboration between the Division of HREI and Student Affairs for the Academic Year 2015-16. Additional trainings and activities that will engage students, staff, faculty as well as the surrounding community are routinely added to the University calendar as they are developed.

### **Prompt, Thorough, and Fair: Stopping Discrimination When it Occurs**

- Investigated 80 reports of possible discrimination (an increase of 110% since the previous year)
- Conducted 268 interviews as part of equity investigations of students, faculty, staff, and community members
- Coordinated university response to 2 OCR investigations
- Coordinated university response to 2 EEOC investigations
- Provided guidance and support for 2 lawsuits in which the university was a party

### **Supporting our Community: Resources and Remedies**

- Conducted 2,243 counseling sessions for 625 clients (a 43% increase in the previous 5 years)
- Engaged 296 students through Case Management Services
- Implemented university response to 295 UCARE interventions (up 384% in the previous 5 years)
- Provided 36 interim remedies as part of equity investigations
- Facilitated 5 ADA accommodations and 83 FMLA requests from faculty and staff
- Submitted response to grant solicitation by Office of Violence against Women
- Consulted with university leaders on student and visitor free speech issues on campus

### **Stepping In and Stepping Up: Education as Prevention**

- Implemented face to face workshops for 1174 students, staff, and first responders on Title IX
- Trained 145 individuals for search committees on the impact of unconscious bias
- Conducted 6 trainings of the Equity Resolution Hearing Panel (Required by OCR)
- Face-to-face consultations with academic departments on the role of faculty in the Equity Resolution Process and Case Management services
- Implemented *Not Anymore*, an online based training required for all new students on sexual violence prevention, bystander intervention, and risk reduction (required by OCR)
- Implemented *Building a Foundation: Discrimination Prevention and Title IX*, an online based training required for all employees of the university (Required by OCR)
- Trained 373 individuals through Step UP! Bystander Intervention workshops (an increase of 384% in the previous 2 years)
- Brought nationally recognized programming to campus; “Giving Voices”, Jeff Bucholtz, Vernon Wall
- Collaborated in the training and production of “Good Kids” performed by Missouri S&T theatre department and hosting talk back sessions engaging 648 participants
- Facilitated “Let’s Talk” events, engaging 150 participants from the campus community

The University is committed to continually improving a diverse and inclusive environment on campus. Continued feedback and periodic reviews of engagement have allowed us to continue to update our trainings and shape them to the needs of unique individuals and groups on campus.

# Policies and Procedures in Support of Equity

## Non-Discrimination Statement

As stated in its applicable rules and policies, the University of Missouri does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability or status as a protected veteran. The University affirms its commitment to providing equal opportunities by establishing the Equal Opportunity Policy statement in Section 320.010 of the Collected Rules and Regulations. The University's nondiscrimination policies apply to any phase of its employment process, any phase of its admission or financial aid programs, and other aspects of its educational programs or activities. Additionally, this policy and the existing Title IX policies apply to allegations of sexual misconduct or allegations of other forms of sex discrimination, as defined in Section 600.020C below, occurring within the University's educational programs and activities and instances occurring in other settings, including off-campus if there are effects of the conduct that interfere with or limit students' ability to participate in or benefit from the University's educational programs and activities. Notices of nondiscrimination are posted on the websites and at other locations for the UM System and each of the campuses.

The Missouri S&T Non-discrimination statement is distributed through campus websites, publications and postings and is provided throughout trainings for students, staff, faculty and University volunteers. In addition, all policies are printed within new employee and student handbooks.

## Policies

The University of Missouri System (UM System) most recently made revisions to the University's Collected Rules and Regulations (CRRs) during the 2013-14 academic year, by Executive Order 41 (9-22-14) to help promote the University of Missouri's four campuses as environments where students, faculty, and staff are safe and secure. The amended rules are revised by Executive Order 40 under delegated authority of the president by the University of Missouri Board of Curators, and include updated policies in the areas of sex discrimination, sexual harassment, sexual misconduct, student conduct procedures, as well as mental health services.

The revisions to the CRRs will assist the University in promoting a campus community that is free of discrimination while ensuring the existence of a process for addressing such complaints that is fair and appropriate for all students. Significant revisions include:

- Clarifying that the university's prohibitions against sex discrimination, sexual harassment and sexual misconduct apply to students, employees, volunteers and visitors ([new Chapter 600, "Equal Employment/Educational Opportunity," Section 600.020](#));
- Clarifying definitions of sex discrimination to be consistent with existing law and best practices ([Sections 600.020.c.1-6](#) and [200.010B.7](#));
- Simplifying requirements for mandated reporters, making it mandatory for any employee of the university that becomes aware of sex discrimination to report all information to the Title IX coordinator (unless expressly exempted from doing so) ([Section 600.020.E](#));
- Creating a new equity resolution process for all discrimination claims when the accused is a student or student organization, with equity resolution hearing panelists for discrimination claims being trained administrators or staff appointed by the chancellor ([Section 200.025.B.9, G.6.a](#).); and
- Removing current rules on sexual harassment and positive work environment (previously 330.060 and 330.080 respectively) to substitute the new revisions.

The complete list of CRR revisions can be accessed at: <http://umurl.us/KRhw>

These revisions to the University's CRRs are one of the many recent initiatives undertaken by the UM System to address the issue of sexual misconduct on its campuses. Enforcement of EO practices are handled within departments by campus

supervisors and administrators. Faculty, staff and students are made aware of all EO policies and practices via trainings and publications.

## EO Complaint Process

Reports of discrimination are housed in the Office of Institutional Equity, Diversity and Inclusion (IEDI) on the Missouri S&T campus, including alleged Title IX and civil rights/equity violations. The University will act on any formal or informal complaint or notice of violation of the University's anti-discrimination policies. The procedures described below apply to all such complaints or notice but have slight variations depending on whether the Accused is a student, staff or faculty member.

After receiving a report of alleged discrimination, the Missouri S&T Intake Officer will send an outreach to the Complainant (or alleged victim) by email in an attempt to set up an initial intake meeting. This email also serves to give a brief background of the purpose of the department, inform them of their rights, and connect the individual with campus and community resources.

The Intake Officer will offer the Complainant interim remedies and accommodations. It is the Complainant's right to receive accommodations whether or not they choose to file a Formal Complaint or pursue an investigation. Additionally, we inform all Complainants that they are not obligated to meet with or communicate with the University or file a Formal Complaint.

It is the Complainant's right to file a Formal Complaint with the University, to pursue an investigation and disciplinary action against the Accused. Both Title IX and equity complaints against students, staff or faculty of Missouri University of Science and Technology are resolved using the [Equity Resolution Process](#).

The University keeps record of all reports of discrimination through Conduct Coordinator, an online database system, which includes complaints involving faculty, staff, students and visitors to the University.

## Designation of EO Coordinators

Shenethia Manuel, Vice Chancellor for Human Resources, Equity and Inclusion oversees the S&T division that monitors EO compliance. Manuel also fills the roles of Chief Equity Officer and Title IX Coordinator. Assisting the Vice Chancellor with those roles is Deputy Title IX Coordinator and Director of the Office of IEDI, Neil Outar. Debbie Hickey, Deputy Title IX Coordinator and Assistant Athletic Director assists with Title IX issues in the Athletics department.

## EO Training

Upon hire, new staff—including student workers—and new faculty are required to complete two online trainings within their first month of employment; these trainings must be repeated annually on the date of their hiring anniversary. A major goal of our campus community is to provide an environment that supports the highest level of performance and well-being for our faculty, staff, and students. Every employee has the responsibility to create a work and learning environment free from discrimination. Therefore, it is important for all employees to understand what discrimination is and the policies that apply. They also take part in a New Employee Orientation hosted by the Human Resources department, where EO is a key topic.

"Building a Foundation: Discrimination Prevention and Title IX" is one of the two internet modules that new hires must complete during their first month of employment. It was designed to inform employees about their duty to report sexual

abuse, sexual misconduct and other behaviors that fall under Title IX. The training comprehensively covers reporting of sex and gender discrimination incidents, including sexual harassment, sexual assault, bullying, stalking and related behaviors.

The "Mandatory Reporter Training" reinforces that every employee has the responsibility to maintain a harassment free work and learning environment. Faculty, staff, student employees, and volunteers of the University who become aware of a potential policy violation have responsibilities to report. Therefore, it is important to understand what harassment is and the policies that apply. This course provides information about preventing discrimination and maintaining a harassment-free workplace and learning environment.

Additionally, every member of search committees at Missouri S&T must complete the "Diversity and Inclusion for Hiring Committees" training with the S&T Campus Training and Program Development Educator, which instructs hiring committees on inclusive and equitable recruiting procedures. This training covers all aspects of Affirmative Action and Equal Employment Opportunity policies, including how to recruit a diverse pool, what implicit bias is and how to mediate it, and keeping interviews and selection processes equitable for all candidates.

Other trainings on the S&T campus are offered on an at-request basis. The Training and Program Development Educator, housed in the Office of IEDI also offers trainings on the following topics: Bystander Intervention, Title IX First Responder, and Diversity and Inclusion at Missouri S&T for any department or student group. Staff and faculty are also able to request tailor made trainings on topics not listed above by contacting the Educator directly, or by visiting the Training and Development [webpage](#), which is updated when new trainings are offered.

One particular area of need on campus is the education of faculty and staff on what to do when a student approaches them with a Title IX concern. To combat this need, a first responder training was developed and delivered to a segment of the University population that focuses on immediate helping skills and referral to the appropriate reporting agency with an emphasis on the mandatory reporting guidelines set out by the University of Missouri System.

In an effort to continue the dialogue concerning Title IX with the academic units of the institution, members of IEDI meet with academic departments regularly to hear the concerns of faculty and staff that engage with students and answer questions. This collaborative approach is the hallmark of turning what might otherwise be a compliance issue into a conversation to better the experience of our community members.

The University strives to create a collaborative environment between areas of campus to promote action towards preventing sexual violence at S&T. A partnership with Counseling, Disability and Student Wellness (CDSW) promotes their bystander intervention program, Step Up!, as well as other CDSW events, speakers, such as nationally known speaker Jeff Bucholtz, and programs like "Walk A Mile in Her Shoes." Even the Theatre department has become engaged in this effort, by presenting a performance of "Good Kids," a production that was open to the public that highlights the intersection of sexual violence, alcohol, and social media.

## S&T Data Collection and Analysis

Data and explanatory paragraphs below were procured from the Missouri University of Science and Technology Offices of Institutional Research and Human Resources. More information can be found by visiting [ira.mst.edu](http://ira.mst.edu) or [hr.mst.edu](http://hr.mst.edu). The data represents those that the University currently serves as well as a projection of who could potentially be served by the programs and/or activities offered on campus. All data provided below are the Institutional numbers presented by the official fall reporting date of October 15, 2016.

Student Data:

**Institutional Enrollment**

Note: Report students formerly designated as “first professional” in the graduate cells.

	FULL-TIME		PART-TIME	
	Men	Women	Men	Women
<b>Undergraduates</b>				
Degree-seeking, first-time freshmen	1116	350	11	1
Other first-year, degree-seeking	264	79	43	11
All other degree-seeking	3,380	1,012	447	143
<i>Total degree-seeking</i>	<b>4,760</b>	<b>1,441</b>	<b>501</b>	<b>155</b>
All other undergraduates enrolled in credit courses	6	8	29	9
<i>Total undergraduates</i>	<b>4,766</b>	<b>1,449</b>	<b>530</b>	<b>164</b>
<b>Graduate</b>				
Degree-seeking, first-time	253	67	113	26
All other degree-seeking	534	165	397	85
All other graduates enrolled in credit courses	164	33	72	20
<i>Total graduate</i>	<b>951</b>	<b>265</b>	<b>582</b>	<b>131</b>
Total all undergraduates				6,909
Total all graduate				1,929
<b>GRAND TOTAL ALL STUDENTS</b>				<b>8,838</b>

**Enrollment by Racial/Ethnic Category**

	Degree-Seeking First-Time First Year	Degree-Seeking Undergraduates (include first-time first-year)	Total Undergraduates (both degree- and non-degree-seeking)
Nonresident aliens	16	300	310
Hispanic/Latino	61	229	230
Black or African American, non-Hispanic	40	233	234
White, non-Hispanic	1,239	5,466	5,498
American Indian or Alaska Native, non-Hispanic	4	26	27
Asian, non-Hispanic	57	230	234
Native Hawaiian or other Pacific Islander, non-Hispanic		3	3
Two or more races, non-Hispanic	50	183	183
Race and/or ethnicity unknown	11	187	190
<b>TOTAL</b>	<b>1,478</b>	<b>6,857</b>	<b>6,909</b>



## Demographics of First-Time, First-Year Degree Seeking Undergraduates

	First-time, first-year (freshman) students	Undergraduates
Percent who are from out of state (exclude international/nonresident aliens from the numerator and denominator)	23%	17%
Percent of students age 25 and older	0%	6%
Average age of full-time students	18	21
Average age of all students (full- and part-time)	18	21

## Persistence – Number of Degrees Awarded from July1, 2015 – June 30, 2016

Certificate/diploma	9
Associate degrees	
Bachelor's degrees	1378
Postbachelor's certificates	427
Master's degrees	688
Post-Master's certificates	
Doctoral degrees – research/scholarship	109
Doctoral degrees – professional practice	
Doctoral degrees – other	

## First-Time, First-Year Freshman Admission

Total first-time, first-year (freshman) men who applied	2982
Total first-time, first-year (freshman) women who applied	1184
Total first-time, first-year (freshman) men who were admitted	2462
Total first-time, first-year (freshman) women who were admitted	843
Total full-time, first-time, first-year (freshman) men who enrolled	1117
Total part-time, first-time, first-year (freshman) men who enrolled	11
Total full-time, first-time, first-year (freshman) women who enrolled	353
Total part-time, first-time, first-year (freshman) women who enrolled	1

## Degree-Seeking Transfer Admission

	Applicants	Admitted Applicants	Enrolled Applicants
Men	565	389	307
Women	196	147	90
<b>Total</b>	<b>761</b>	<b>536</b>	<b>397</b>

Staff Data:

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Age		Gender		Ethnicity	
16-18	3	Male	463	American Indian	10
19-21	6	Female	550	Asian	26
22-24	24	Grand Total	1013	Black/African American	26
25-29	95			Hispanic	13
30-34	111			Multiple Races	10
35-39	115			Native Hawaiian/Pacific Islander	2
40-49	222			White	904
50-64	396			Not Reported	22
Over 64	41			Grand Total	1013
Grand Total	1013				

Faculty Data:

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Age		Gender		Ethnicity	
16-18	0	Male	421	American Indian	1
19-21	0	Female	151	Asian	137
22-24	1	Grand Total	572	Black/African American	13
25-29	26			Hispanic	14
30-34	63			Multiple Races	3
35-39	84			Native Hawaiian/Pacific Islander	0
40-49	117			White	387
50-64	206			Not Reported	17
Over 64	75			Grand Total	572
Grand Total	572				

## Affirmative Action and Equal Employment Opportunity Procedures

During the hiring process, our Affirmative Action/Equal Employment Opportunity (AA/EEO) Compliance Specialist analyzes candidate pools for all positions at S&T. If there is ever an instance where a hiring committee omits certain candidates that meet desired qualifications and are members of minority populations, the Compliance Specialist will contact the hiring committee to discuss their rationale. If the department does not meet AA/EEO compliance, the Compliance Specialist will request that the hiring committee either contact additional candidates for interviews that meet qualifications for job postings and meet AA/EEO, or return to the search process and repost the position for a wider audience to attract more minority candidates.

Missouri S&T's Affirmative Action plan is available for anyone to review in the Office of Institutional Equity, Diversity and Inclusion located in Temporary Facility A on campus. Additional resources to assist with diverse recruiting efforts and policies can be found at [iedi.mst.edu/equity](http://iedi.mst.edu/equity).

### Equity Complaints

In regards to complaints filed against the University with the Office for Civil Rights and the Equal Employment Opportunity Coalition, there are three outstanding reports. The docket numbers listed below can be used for reference as needed.

- EEOC Charge # 560-2016-01151
- OCR docket # 07152236
- OCR docket # 07142192

### 2014 Climate Survey

The following link navigates to the Missouri University of Science and Technology [Climate Survey](#), which was sent to students on the S&T campus in April of 2014. The report discusses student attitudes, views and behaviors regarding sexual activity and consent.

“The target audience is a representative sample of all Missouri S&T students 18 years of age or older. The online survey was designed to provide both confidentiality and anonymity. A sample of 5,648 Missouri S&T students were invited to participate through an email containing a survey link. Five reminder emails were sent. Responses of the 1,785 students represent a 31.1% response rate; therefore, the results need to be interpreted cautiously. Analysis uses descriptive statistics including frequencies, percentages, and means.

“Demographics of Respondents Over two-thirds of respondents were white and 18 to 24 years-of-age. Two-thirds of respondents were male and two-thirds of respondents were undergraduate students. Sixty-one percent of respondents reported living off-campus in non-University-sponsored housing. Half of the respondents report they are currently in a romantic or intimate relationship.

“Students were asked to indicate their level of agreement with statements about their attitudes regarding consent and sexual activity” (Climate Survey).

Additional information provided by the campus climate survey can be found at the link above.

## Summary of Climate and Engagement Focus Groups

This April, the University conducted a series of focus groups with faculty and staff to better understand their perceptions about their working environments. The purpose of the groups was to gain a deeper understanding of results from a market research survey conducted with faculty and staff January and February of 2015. To ensure confidentiality, the University partnered with an outside Human Resources consulting company which conducted five sessions consisting of faculty, technical professionals, administrative professionals, and office support staff. Participants were invited using random samples across all departments and levels.

Diversity Issues identified as a result of the focus groups included concerns about support and retention for underrepresented minorities and women, especially those of color. In addition, concerns were expressed about how to hire more diverse candidates. As a result, we have identified the need to more closely examine our programs concerning underrepresented minorities and increase training efforts concerning recruiting and hiring responsibilities with a focus on implicit, and often unconscious biases.

## Public Dissemination of Information

### **Display of nondiscrimination policies and procedures for filing complaints in prominent locations to inform staff, beneficiaries and potential beneficiaries**

The Institutional Equity, Diversity and Inclusion [website](#) includes both policy information and easy-to-use “roadmaps” for students, staff and faculty looking to file complaints of discrimination, as well as link to the discrimination report submission webpage. Education on these topics and outreach to students, staff and faculty a primary goal in the department’s first few years in effect.

Brief trainings for various registered student organizations, student groups, and faculty and staff departments to discuss the process in depth included but aren’t limited to: house calls to students in their dormitories, presentations to first time freshman students in summer programs, and presentations during meetings in each department on campus.

### **Dissemination of nondiscrimination policy statement**

The University of Missouri does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability or status as a protected veteran. The University affirms its commitment to providing equal opportunities by establishing the Equal Employment/Educational Opportunity policy statement.

The University's nondiscrimination policies apply to any phase of its employment process, any phase of its admission or financial aid programs, and other aspects of its educational programs or activities. Additionally, this policy and the existing Title IX policies apply to allegations of sexual misconduct or allegations of other forms of sex discrimination, as defined in **Section 600.020C**, occurring within the University’s educational programs and activities and instances occurring in other settings, including off-campus if there are effects of the conduct that interfere with or limit students’ ability to participate in or benefit from the University’s educational programs and activities.

Notices of nondiscrimination are posted on the University website and at other locations for the UM System and each of the campuses, as well as in student handbooks and new employee packets.

### **Distribution of notices regarding actions to educate the public and communities served**

Missouri S&T attempts to support and include the surrounding community whenever possible. Many events that occur at the S&T campus that discuss or involve sexual harassment or discrimination prevention are open to the public. These open

events include the Walk a Mile in Her Shoes and Take Back the Night, both of which discuss sexual harassment and violence on college campuses, as well as theater productions.

Sex discrimination policies and notice of nondiscrimination are listed on the Missouri S&T [Title IX](#) website with links to the grievance procedures in the University of Missouri System Collected Rules and Regulations. These policies protect visitors to the University, as well as students, staff and faculty. Performances hosted by Leach Theater are also often open to the public, including performances that discuss discrimination and prevention.

These events, as well as other pertinent information for the surrounding community are posted in various locations around campus, including the online newsletter—dubbed the e-connection—that students, staff and faculty receive on a bi-weekly basis. The e-connection serves to inform students of important events around campus, and is sent to all campus email addresses. Event and training fliers are often placed around campus in various locations, including the Southwestern Bell Cultural Center, which houses the English Proficiency Program and many LEP undergraduate and graduate student activities.

Brochures, pamphlets and resource cards are available in the Institutional Equity, Diversity and Inclusion department office, as well as in the Havener Student Center, Human Resources office, Southwestern Bell Cultural Center, Student Affairs office and Counseling, Disability, and Support Services office, as well as various other locations around campus.

These efforts, along with online training modules previously discussed in this report, are geared to educate all members of the S&T campus community, as well as visitors to the University.

### **Requests for/provisions made to provide auxiliary aids, reasonable accommodations, and equipment and facility accessibility**

When the University receives information about a potential violation, the first step is to reach out to the Complainant who reportedly experienced discrimination, harassment or violence. The goal is to connect individuals, based on their specific needs and preferences, with resources on campus, including the Counseling, Disability and Student Wellness Center (CDSW) and the Student Health Center.

The University also supports Complainants by arranging reasonable accommodations in cases of potential discrimination, which could be academic in cases where a student has missed classes, assignments, has been academically dismissed, or needs assistance speaking with faculty or course instructors. Students also could request alternative attendance procedures or on-campus housing changes, in addition to parking and transportation accommodations, where applicable.

Accommodations can be provided regardless of whether an individual decides to make a formal complaint and regardless of whether there is a formal investigation for reports of harassment and sexual violence.

Staff and faculty that require accommodations can visit S&T's ADA [webpage](#). Students that require accommodations for success in school based on disabilities that are protected under ADA work with our Disability Support Services.

At this time, there have been no recorded accommodation requests for auxiliary aids or equipment and facility accessibility from staff, faculty or students. Few requests for facility accessibility for commencement ceremonies from student families and friends have been filed through the University. These families are provided with early access to facilities, closer parking, floor seating, and interpreters upon request, or other reasonable accommodations can be provided on an as-needed basis.