



THE 4 C'S TO CIVIL RIGHTS COMPLIANCE

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ALWAYS DO

CONSULT current resources

Resources and guidance are available on OGC's website under the "Civil Rights Compliance/Prop 2" topic:

<https://ogc.msu.edu/legal-topics-faqs>

For example:

- MSU's "[Open to All](#)" Nondiscrimination Requirement
- [FAQ for Scholarship Administrators](#): Ensuring Non-Discrimination in Selection.

CONFIRM compliance and documentation

- Make sure that the program is inclusive and would not unintentionally be perceived as restricted or providing preference.
- Review websites, social media, messaging, imagery, and marketing strategies
- Maintain clear and consistent documentation regarding the purpose of the program, eligibility criteria, and decision-making processes
- Be prepared for audit, investigation, or public scrutiny

DO WHEN NEEDED

CONTACT the Office of the General Counsel (OGC)

Programs with names, goals, or missions linked to an identity protected by the Michigan Constitution (race, sex, color, ethnicity, national origin) must be reviewed by OGC.

Contact OGC at ogc@msu.edu for consultation and review on:

- New programs or activities: you are planning for MSU to host a new program or have MSU support, promote, or sponsor a third-party program
- Updates or changes planned for previously-reviewed programs
- If you are not sure if a program you are involved with or want to support has been reviewed

COLLABORATE with the core compliance team

- OGC will work with a core compliance team (which includes OCR, IEI, and other leaders depending on the topic) to monitor changing developments, determine risk tolerance, adapt guidance, and communicate with units and compliance partners in line with institutional values.
- This team also will be responsible for developing ongoing education and training to support compliance and may provide other assistance to units in program development or implementation stages.

LEGAL OBLIGATIONS

As required by state and federal antidiscrimination laws, and underscored by MSU's Anti-Discrimination Policy, MSU is prohibited from discriminating against or granting preferential treatment based on certain protected identities (race, sex (including sexual orientation and gender), color, ethnicity, religion, and national origin) in employment, admissions, and all other programs and activities, including scholarships, awards, groups, and other opportunities.