From the Associate Vice President

Each year presents distinctive challenges and opportunities for any university’s efforts toward building a safe and inclusive culture. In Virginia Tech’s Office for Equity and Accessibility (OEA), we are positioned not only to respond in difficult moments but also to enable progress on our path to an environment free of barriers to equity in education and employment. We approach our charge with care, commitment to our core values, and the understanding that our work has ripple effects well beyond the university.

As I reflect on our office’s 2022-23 goals to expand access to our resources, increase education and outreach initiatives, develop sustainable models for gender-based violence prevention, and further improve campus accessibility, I am encouraged by our team’s achievements, including but not limited to:

- Developing and sharing our process for providing accommodations to employees experiencing limitations related to pregnancy and childbirth, per regulatory changes in the Pregnant Workers Fairness Act.
- Preparing the university for the enactment of new federal regulations related to Title IX.
- Partnering with the Sexual Violence Prevention Initiative (SVPI) - which was established through the efforts of the Sexual Violence Culture and Climate Work Group (SVCC) - to launch a universitywide sexual violence prevention campaign and provide recommendations for a sustainable prevention model.
- Providing advanced training in nondiscrimination policies and procedures for senior administrative leaders.
- Delivering affirmative action training to Human Resources practitioners and directors.
- Expanding educational offerings on conflict resolution to include a three-day session on restorative justice practices.
- Contributing expertise to the Campus Accessibility Working Group (CAWG), which identified solutions such as the construction of new on-campus pathways and the adoption of best practices for digital accessibility.
- Crafting or contributing to more than a dozen strategic articles and messages on physical and digital accessibility and sexual violence prevention – as well as numerous notices on OEA’s services – published in Virginia Tech News.

We are grateful for continued collaboration and engagement with our institutional partners and colleagues in Student Affairs; Services for Students with Disabilities; Human Resources; Faculty Affairs; the Women’s Center; Inclusion and Diversity; Campus Planning, Infrastructure, and Facilities; Information Technology; Technology-enhanced Learning and Online Strategies; Communications and Marketing; and others.

Fostering a culture of belonging and respect has its complexities. Together, through our daily work, we find ways to overcome the challenges and create space for every individual to feel valued.

We offer the following annual report to illustrate this significant work and document trends from the 2022-23 year. With the exception of the affirmative action and search exemption information, which is based on the federal fiscal year of October 1, 2022, to September 30, 2023, the data in this report reflect the academic year from August 1, 2022, to July 31, 2023.

In sharing this view of our current campus climate, I look forward to the new ways the community will combine efforts to create a more equitable and accessible Virginia Tech - free from harassment and discrimination - where all employees and students can succeed in the years to come.

Sincerely,

Kelly Oaks
Associate Vice President
Office for Equity and Accessibility
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Our Office’s Role

OEA engages in the following activities to further Virginia Tech’s commitment to learning and working environments that protect against harassment and discrimination, consistent with our Principles of Community:

- Develop a strong and viable affirmative action program for the university and assess the university’s progress toward full equal employment opportunity for women, minorities, protected veterans, and individuals with disabilities.

- Review requests for search exemptions to determine if there are compelling justifications to limit equal employment opportunity in our hiring practices.

- Provide reasonable accommodations to employees with disabilities and oversee institutional practices to ensure physical and programmatic accessibility for students, employees, and visitors.

- Develop and deliver training programs to inform members of our campus community of their rights and responsibilities under Policy 4075: University Accommodations of Persons with Disabilities, Policy 1025: Harassment, Discrimination, and Sexual Assault, and Policy 1026: Title IX Sexual Harassment and Responsible Employee Reporting.

- Respond promptly to allegations of conduct prohibited by the university’s nondiscrimination and anti-harassment policies.

- Fulfill our institutional commitment to respond to reports of sexual and gender-based misconduct.

- Serve on campus, community, state, and national committees and boards focused on civil rights, equity, affirmative action, accessibility, and inclusion.
In addition to our response efforts, we focus heavily on strategic partnerships, community engagement, and professional association leadership to ensure the campus fulfills its commitment to equity and accessibility. OEA team members:

- Coordinate and provide administrative guidance to the Campus Accessibility Working Group (CAWG), an ongoing university priority.
- Partner with the Division of Information Technology, Technology-enhanced Learning and Online Strategies (TLOS), and Communications and Marketing to lead campus efforts supporting digital accessibility in all university communications.
- Align efforts with the Division of Campus Planning, Infrastructure, and Facilities and other campus partners to implement improvements for physical accessibility on the university’s campuses.
- Collaborate with the Division of Human Resources to ensure equitable hiring processes.
- Chair and advise the President’s Sexual Violence Culture and Climate Work Group (SVCC) to develop a sustainable model for sexual violence prevention.
- Maintain active membership in the National Industry Liaison Group to champion effective relationships between federal contractors and the federal agency that oversees contractor compliance.
- Engage in campus governance activities via roles in the Commission on Equal Opportunity and Diversity, Administrative and Professional Faculty Senate, Commission on Administrative and Professional Faculty Affairs, and Staff Senate.
**Affirmative Action**

As a federal contractor, Virginia Tech takes proactive steps to ensure equal employment opportunity for women, minorities, covered veterans, and individuals with disabilities. We continually evaluate our personnel processes, analyze our recruiting efforts, and develop action-oriented programs to succeed in our efforts.

In 2020, OEA received approval from the U.S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP) to implement a functional affirmative action plan (FAAP) structure for the university thus allowing senior management areas with 50 or more employees to develop individual affirmative action plans. Nationally, Virginia Tech leads the charge within higher education to implement this format and serves as a resource to other higher education institutions considering the FAAP structure.

During the past year, the affirmative action team:

- Welcomed a new director and senior affirmative action specialist.
- Worked collaboratively with the Division of Human Resources and college diversity leaders to develop and implement plans, as well as revise existing processes, that address barriers to equal employment opportunity.
- Conducted senior management briefings with the 26 leaders of our FAAPs to ensure they understand their successes, challenges, and opportunities in diversifying the workforce.
- Provided training to aid search committees in conducting equitable and fair hiring processes.
- Provided specialized training to assist the campus community in understanding affirmative action and our obligations as a federal contractor.

Members of OEA’s affirmative action team hold membership in the National Industry Liaison Group and in a regional industry liaison group. These groups comprise a consortium of federal contractors and subcontractors who work in partnership with federal agencies to achieve equal employment opportunity for all employees. Their efforts are critical to strengthening the relationships federal contractors have with the OFCCP and ensuring contractors have a voice in regulatory changes.
University Workforce Data

The affirmative action team takes a snapshot of the university’s workforce annually on Oct. 1 to evaluate successes and challenges in diversifying the campus as well as to track our progress toward full alignment with the core values and priorities as outlined in the 2020 strategic plan: The Virginia Tech Difference: Advancing Beyond Boundaries.

As of the third quarter of 2023, the overall gender distribution at Virginia Tech was 49.3 percent men and 50.3 percent women, with 0.4 percent of employees identifying in other categories. Men represented majorities in the teaching and research faculty categories whereas women represented 56.7 percent of administrative and professional (A/P) faculty. For overall race and ethnicity distribution, 65.2 percent of employees identified as white. Among populations of color, individuals identifying as Asian represented a majority at 17.4 percent (Workforce and Diversity Metrics, CY 2023 Quarter 3, Division of Human Resources).

In 2022 and 2023, the percentage of women in tenure track, tenured, non-tenure track, and research faculty positions increased slightly to 38 percent (Figure 1). The percentage of minorities in those categories also remained constant at 28 percent year over year (Figure 2). Within A/P faculty and staff job categories, percentages increased slightly for women and minorities (Figures 3 and 4).
The overall representation of veterans in the workforce across all employment categories remained constant at 3 percent. As a Virginia Values Veterans (V3 Program) certified employer for the Commonwealth of Virginia, one of the university’s in-house recruiters attends workshops, hosts virtual job fairs, and visits military installation bases in a proactive approach to recruit and communicate with the university’s Veteran Caucus and the veteran community about the importance of self-identification.

As reported in Banner, 2.6 percent of Virginia Tech employees self-identify as having a disability. The affirmative action team revised and updated the Voluntary Self-Identification Form for People with Disabilities to reflect the most recent categories of disabilities consistent with guidelines from the OFCCP. Additionally, OEA began regular communications to university employees throughout the year to encourage them to self-identify.

Working in collaboration with colleagues in the Division of Human Resources, Office for Inclusion and Diversity, and Office of the Executive Vice President and Provost, the affirmative action team will continue to evaluate our efforts to improve the demographic representation of our workforce.

NOTE: 2023 staff and A/P faculty totals include part-time staff and A/P faculty positions. These part-time roles were not included in 2022.

Note: Data include tenure-track and tenured faculty, non-tenure track faculty, and research faculty.

Search Exemptions

Virginia Tech is committed to providing equal employment opportunity for all qualified individuals. In support of this commitment, competitive searches are conducted to fill many of our vacancies. There are some instances in which the competitive process is not used, and the positions are filled using the search exemption process when specific criteria are met.

During the 2022 affirmative action plan year of Oct. 1, 2022, to Sept. 30, 2023, 347 search exemptions were processed by OEA. Most of these exemptions were for individuals who self-identify as men in the category of gender (Figure 5) and as white in the category of race and ethnicity (Figure 6). The majority of requests were for research faculty roles at 49 percent, followed by teaching and research (T&R) faculty at 36 percent; at 14 percent, A/P faculty had the lowest percentage.

Note: No Native Hawaiian/Pacific Islanders were hired via the search exemption process during the reporting year.
Americans with Disabilities Act (ADA) and Accessibility

Virginia Tech is committed to equal employment and education opportunity for individuals with disabilities and complies with the Americans with Disabilities Act (ADA), as amended; the Rehabilitation Act, as amended; and other state and local laws that apply to individuals with disabilities. The ADA and Accessibility Services team handles Title I employee accommodation requests and authorizes reasonable accommodations per Policy 4075: University Accommodations of Persons with Disabilities for qualified employees with disabilities.

ADA and Accessibility Services received 434 requests for accommodations during the August 1, 2022 - July 31, 2023 annual reporting period. Of those requests, 297 were authorized. Reasons accommodations were not provided included: employee no longer needed accommodation (74), no response from employee (38), no reasonable accommodation (16), pending determination (6), referred to Human Resources (2), and referred to Services for Students with Disabilities (1). Of the 74 employees who no longer needed accommodations, more than half (48) were classified as return to work (RTW). Reasons for the RTW employees no longer needing accommodations included returning to work at full duty or utilizing another benefit.

The majority of accommodation requests were return-to-work cases (216) as shown in Figure 7. The ADA team received requests for 193 workplace accommodations, 18 travel accommodations, six long-term disability working (LTDW) accommodations, and one reassignment.

As shown in Figure 8, there were 370 physical health-related accommodation requests and 64 mental health-related accommodation requests.
Outreach and Training

The team offers educational and outreach opportunities throughout the year. These include departmental trainings, resource fairs, ADA Liaisons Network meetings, graduate student trainings, educational trainings, new employee orientations, and National Disability Employment Awareness Month events. During the reporting period, the team provided 110 training and outreach opportunities for 5,986 members of the university community – a 182 percent increase in participants year over year. Participants included graduate students, supervisors, HR division directors and managers, staff, faculty, and undergraduate students.

Physical Accessibility

The campus ADA architect ensures compliance with the ADA Standards for Accessible Design in all new construction and renovations. This role:

- Evaluates, assesses, and improves accessibility in existing campus structures.
- Educates the campus community on accessibility through presentations, trainings, and consultations.
- Investigates and works with campus teams to resolve barrier reports.
- Collaborates with construction personnel on a wide range of accessibility-related issues on construction projects such as ramps, walkways, and building interiors.
- Works with numerous departments across disciplines on the most beneficial and cost-effective ways to address and correct complex accessibility issues on the Blacksburg and Washington, D.C., area campuses.
In the past year, 36 barrier reports were filed and all were resolved. Those reports involved doors or door operators (11), accessible routes (10), parking (4), access to instructional spaces (3), elevators (2), and other issues (6).

The architect has developed a database of accessibility issues in existing buildings and facilities on campus; 40 percent of the documented issues have been addressed. Through the identification and cataloging of these issues, potential projects can be generated for consideration by the university’s renovations group and the pathways enhancement crew. In the reporting year, the architect completed a comprehensive evaluation and provided prioritized recommendations for Saunders Hall.

Additionally, the campus ADA architect assessed existing parking conditions and advised on reconfigurations of parking areas to benefit the entire campus community. This included relocating ADA accessible parking spaces to more advantageous areas that would support shorter travel distances for individuals with disabilities.

Digital Accessibility

The digital accessibility officer oversees online and electronic accessibility compliance at Virginia Tech, leading efforts to create and streamline processes for digital accessibility testing for products used within websites such as platforms and systems for education, learning management, communications, payments, and registration procured by the university.

In the reporting year, the officer conducted numerous classes, seminars, and consultations on digital accessibility, including 28 classes related to compliance and accessibility and 10 state and national conference presentations. Additionally, the officer updated University Policy 7215: Information Technology Accessibility and wrote the language for digital accessibility to be included in procurement contracts.

The incumbent’s digital accessibility work earned the Spotlight Award from the Virginia Higher Education Accessibility Partners in 2023.
Civil Rights Compliance and Conflict Resolution

OEA’s civil rights compliance and conflict resolution team guides the university’s efforts to maintain working, learning, and living environments free from discrimination, harassment, and retaliation. During the reporting year, our team led efforts to strengthen the process for providing reasonable accommodations to any university employee who experiences a limitation due to pregnancy or childbirth. We also focused on increasing our visibility to students and raising awareness of students’ rights to report incidents of discrimination and harassment, regardless of whether the reported misconduct involves another student, faculty, staff, or any other member of the university community. We continue to offer a variety of education programs regarding the scope and application of the university’s nondiscrimination policies, including Policy 1025 and Policy 1026. And, as always, we continue to provide a prompt and equitable response to reports of discrimination, harassment, and retaliation.

Response to Reports of Prohibited Conduct

Essential to our team’s mission to maintain working, learning, and living environments free from discrimination and harassment is our duty to provide a prompt response to reports of incidents that may fall within the scope of the university’s nondiscrimination policies, particularly Policy 1025. When we receive a report, with rare exception, we will reach out to the individual or individuals reported to have been directly impacted by discrimination or harassment within two business days. We resolve reports in one of four ways: outreach, consultation, informal resolution, or formal complaint and resolution. A report may result in a complaint and investigation from our office, depending on a number of factors that include the expressed wishes of any person impacted by the reported incident.

Summary of Reports of Discrimination, Harassment, and Retaliation

In the 2022-23 academic year, the team received 154 reports of potential discrimination, harassment, or retaliation – a decrease from the previous reporting year. Reports were tracked and grouped into major categories of classes that receive protection under Policy 1025 (Figure 9). Reports about discrimination based on race, color, and national origin are grouped into a single category (“race, color, origin”) that accounts for about a fifth of reports. Reports about discrimination based on sex, sexual orientation, gender, gender identity, and gender expression (“sex”) account for a little under half of reports. Other statistically significant categories include disability and retaliation. The “other” category includes reports of discrimination based on age, genetic information, political affiliation, and military status. A single report can – and often does – include multiple bases of discrimination. In such cases, the reports count in all applicable categories.
Additionally, as shown in Figure 10, we tracked whether parties impacted by alleged prohibited conduct were undergraduate students, graduate or professional students, employees, or members of other categories (i.e., unaffiliated with the university or identity unknown). About one half of complainants were employees and about 40 percent were students (about 30 percent undergraduates and 10 percent graduate students).

Figure 11 illustrates how reports were resolved. The plurality, just over 40 percent, concluded with consultation. About 30 percent were resolved through a resolution process, such as an investigation or informal resolution. The remainder were resolved after outreach, typically with no response to our outreach.

**Prompt and Thorough Response to Complaints**

Our team serves as an unbiased, impartial place to file a complaint alleging discrimination or harassment to the university. When we receive a complaint, we provide a response that is both prompt and thorough. While we try to resolve every complaint within 75 days from the date it is filed, in practice, we cannot sacrifice any amount of thoroughness to achieve promptness. In each reporting period, we expect that some complaints will take longer to resolve. Therefore, the team starts each year with the goal of resolving 80 percent of complaints within 75 days or fewer. In the most recent reporting period, we met this goal by resolving 91 percent
of complaints within 75 days or fewer. It took an average of 32 days for complaints to resolve; the median complaint resolved in 22 days.

Training and Education Efforts

To maintain environments free from discrimination and harassment, we depend on university leaders – administrators, managers, supervisors – and all employees. Our mandatory civil rights compliance training is the foundation of our efforts to enhance understanding of nondiscrimination policies and reporting responsibilities. New hires complete the training within 90 days of their first day, and all employees are expected to retake the compliance training every two years. Figure 12 shows how many employees completed compliance training in the reporting year in comparison to the three previous academic years.

Each year, we explore and implement innovative ways to augment the compliance training and engage with key partners to provide education about the university’s nondiscrimination policies. Topics include reporting requirements, prevention, and even in-depth information about the civil rights laws and regulations that underlie the team’s work. This year, we offered an advanced training in nondiscrimination policies and procedures attended by representatives from leadership groups in most of the university’s senior administrative units. We plan to continue to offer the advanced training upon request.
Conflict Resolution Services

We take the view that a great civil rights process must, when possible, empower parties and stakeholders to make the choices that are best for them. Our civil rights compliance and conflict resolution team offers a range of opportunities for employees to resolve conflicts and concerns informally – meaning without filing a complaint and participating in a formal process. Participation in a conflict resolution service or process is always voluntary, and services range from individual conflict coaching sessions to department- or office-wide climate reviews. The goal of these services is always to look forward and explore ways to strengthen communication and increase collaboration and inclusion. In the reporting year, we provided individual conflict coaching sessions to more than 150 students and employees, and more than 1,000 members of the university community received training in effective conflict resolution and communication skills. We also led efforts to raise awareness of the variety of available conflict resolution options, including by hosting a workshop designed to provide a foundation for a cohort of 25 university leaders to incorporate concepts of restorative justice into university processes.

Equity Services in the Washington, D.C., Area

Reporting to the director of compliance and conflict resolution, OEA’s equity manager is based in the greater Washington, D.C., metro area and serves as a regional, in-person point of contact for questions and concerns related to the university’s nondiscrimination policies. The equity manager works with our partners, such as the Cook Counseling Center, human resources, and the university ombuds and graduate ombuds offices, to create a robust network of support for the region’s students, faculty, and staff.

During the reporting year, in addition to hosting regular office hours across Virginia Tech’s campuses in the Washington, D.C., region, the equity manager co-facilitated or co-hosted events for students and employees, and provided conflict resolution for faculty and staff in the region.
Title IX

OEA’s Title IX team is dedicated to addressing discrimination on the basis of sex, including sexual harassment and violence. In collaboration with partners across the university, the team works to respond to reports of harassment and violence, offering support measures to limit the significant impact of those experiences and stewarding an equitable process to investigate and resolve complaints. The office works diligently to ensure that Virginia Tech’s policies and procedures comply with relevant laws and are in service of the university community. Underscoring the team’s work is the goal of creating a university community free from sex-based discrimination and harassment and a university culture that protects against sexual violence.

Responding to Reports

During the reporting period, the Title IX team responded to 364 reports of sexual harassment, including sexual violence, intimate partner violence, and stalking. In addition to investigating 25 formal complaints, Title IX staff provided meaningful support services aimed at restoring access to a safe and equitable academic environment to 131 students. For many students, that support was critical to continuing their academic careers. To provide a full picture of these issues impacting the Virginia Tech community, we provide data on all official reports of sexual harassment and violence regarding students via a separate Title IX annual report on the SAFE at VT website.

Monitoring Policy and Practice

The Title IX team regularly monitors and reviews university policy and process related to Title IX. The Title IX coordinator leads an advisory group comprised of key university partners who meet on a weekly basis to ensure that all reports of sexual harassment and violence receive a consistent and appropriate response. The coordinator also hosts the Student Title IX Advisory Council to garner feedback directly from students on issues related to university policy and processes for responding to student experiences of harassment and violence. The team also held two retreats for all university administrators responsible for handing Title IX matters. Those full-day retreats were comprised of training on university processes, building strong partnerships, and establishing a clear and seamless process for addressing reports.

During the reporting period, the U.S. Department of Education announced that it would enact new federal regulations related to Title IX. Though the final rule has not yet been enacted, the Title IX team has worked to prepare the university for this imminent change. The team reviewed the department’s proposed draft with the Student Title IX Advisory Council for feedback, established a standing policy and practice committee based on recommendations from the Sexual Violence Culture and Climate Work Group (SVCC), and began establishing a framework for complying with the new requirements included in the draft rules.
Promoting a Culture that Protects Against Harassment and Violence

Availability of information about sexual harassment and violence prevention and resources for those who experience sexual assault is especially important in the earliest days and weeks of students’ experiences in higher education. The Title IX team administered online training for every incoming first-year, transfer, graduate and professional student at the start of both the fall and spring academic semesters.

In 2021, Virginia Tech President Tim Sands established the SVCC to further the institution’s commitment to preventing sexual violence. SVCC continued its work and the Title IX coordinator continued to serve as chair in the 2022-23 academic year. Over the course of the reporting period, the work group:

- Launched a universitywide prevention campaign.
- Hosted community engagement events.
- Explored alternative resolution and restorative justice models.
- Made final recommendations for elements of a sustainable model for collaborative and meaningful sexual violence prevention.
- Hosted the first annual Sexual Violence Culture and Climate Summit, featuring Drs. Jennifer Hirsch and Shamus Kahn, authors of Sexual Citizens: A Landmark Study of Sex, Power, and Assault on Campus.
Looking Forward

In the 2023-2024 academic year, OEA will expand its roles and responsibilities to include a wide range of services that proactively prevent harassment, discrimination, and barriers to access. The office will also utilize and expand informal resolution approaches and methodologies. Goals for the office, by unit, include:

**Affirmative Action**

- Enhancing the partnership with the Division of Human Resources and college leaders to review and revise existing strategies, focusing on outreach and recruitment efforts essential to the AAP component designed to increase the diversity of applicant pools in areas of underutilization at Virginia Tech.

- Implementing an updated search committee training module.

- Sponsoring and providing training on transitioning veterans from a military career to a civilian career.

**Americans with Disabilities Act (ADA) and Accessibility Services**

- Expanding ADA outreach and training opportunities to include accessible online ADA training, if available.

- Evaluating current physical and digital barrier reporting systems for adequacy.

- Continuing to provide prompt responses to requests for accommodation.

**Civil Rights Compliance and Conflict Resolution**

- Designing a new, in-house civil rights compliance training that will be available on demand.

- Continuing to take a multi-pronged approach to raising awareness of OEA's commitment to maintaining environments free from discrimination and harassment, particularly with students and community members in Roanoke and the Washington, D.C., area.

- Continuing to provide a prompt, equitable, and thorough response to complaints and reports of discrimination, harassment, and retaliation.
Title IX

- Evaluating the team’s work and monitoring barriers to accessing help based on feedback from the Student Title IX Advisory Council and assessment of the university climate related to sexual harassment and violence.

- Building an alternative resolution process to address appropriate Title IX matters and other civil rights concerns.

- Moving forward with a Title IX policy and practice group to regularly review and update university policy and procedures related to sex-based discrimination, including harassment and violence.

- Bolstering support services available to students encountering difficulty related to pregnancy, parenting, and pregnancy-related conditions.
# Resources

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**Gender-Based Harassment and Violence Reporting Form**

[bit.ly/TitleIX_Reporting_Form](bit.ly/TitleIX_Reporting_Form)

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**Discrimination and Harassment Reporting Form**

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