Discrimination/Harassment Formal Complaint Form

If you wish to file a formal complaint involving alleged discrimination and/or harassment, please write clearly and specifically addressing alleged discrimination and/or harassment. All formalized complaints shall be signed and dated and shall include the following information: the date and time of the alleged incidents(s); the name of the individual or group whom the complaint is against, if known; a description of the incident(s); and the remedy sought. Complaints shall be filed within 30 days of the event unless there are extraordinary circumstances that prohibit the complainant from reporting the alleged discrimination or harassment.

Name filing the complaint: _____ Date filing the complaint: _____

Please describe the alleged incident:	
Signature:	Date:

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at (253) 931-6460; TTY (253) 288-3359, or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu.

You may use the back side of this sheet if needed. Students, employees, and visitors should return this

form to the Title IX Coordinator, Mark Brunke, Senior Director of Human Resources.