

**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 incident(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: _____

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.