



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 must 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)
- 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.

Complainant Information

Name filing the complaint: _____

Date filing the complaint: _____

Incident Description *(Please describe the alleged incident in detail below.)*

(You may use the back side of this sheet if needed.)

Signature: _____

Date: _____

Form Submission

Students, employees, and visitors should return this form to:

Korland Simmons
Equity Compliance Officer, Title IX Coordinator
Green River College
417 Ramsay Way #112, Suite 278 Kent, WA 98032

 (253) 288-3361
 titleIXCoordinator@greenriver.edu

Accessibility Information

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Disability Support Services at:
 (253) 931-6460 | **TTY:** (253) 288-3359
 dss@greenriver.edu