Instructions
Please provide all the information requested. Be as specific as possible when discussing incidents by including the date(s) the incident(s) occurred, the name(s) of the person(s) involved, and the name(s) of those who may have witnessed the incident(s), and the names(s) of person(s) that you feel may be aware of the situation.

To investigate your complaint, it will be necessary to interview you, the alleged discriminating official(s), and any witnesses with direct knowledge of the allegation(s).

The Division of Institutional Diversity will notify all persons involved in the investigation that it is confidential and that unauthorized disclosures of information concerning the investigation could result in disciplinary action, up to and including termination.

You are encouraged to attach additional materials, which may assist in the investigation process.

In your own words, please explain what happened including names and dates. Attach copies of written documentation (e.g., letters, e-mails, memos, noted, etc.) you think is important.

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____________________________________________________________________________________________________________
Describe why you believe the incident(s) you described above relates to your race, sex, age, etc.

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__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

Please identify and briefly describe any other incidents you believe may be related to this report?

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

List and briefly describe all documents, e-mails, records, or other evidence pertaining to your complaint.

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Describe the resolution you are seeking, relating to this report.

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The above report is true to the best of my knowledge. I understand that in order for the Division of Institutional Diversity, Office of Affirmative Action to take any action on this report, I will need to cooperate fully.

__________________________________________  ______________________________
Signature                                      Date

For internal office use only

Internal Case Number:________________________

Received by:_________________________  Date Received:_________________________