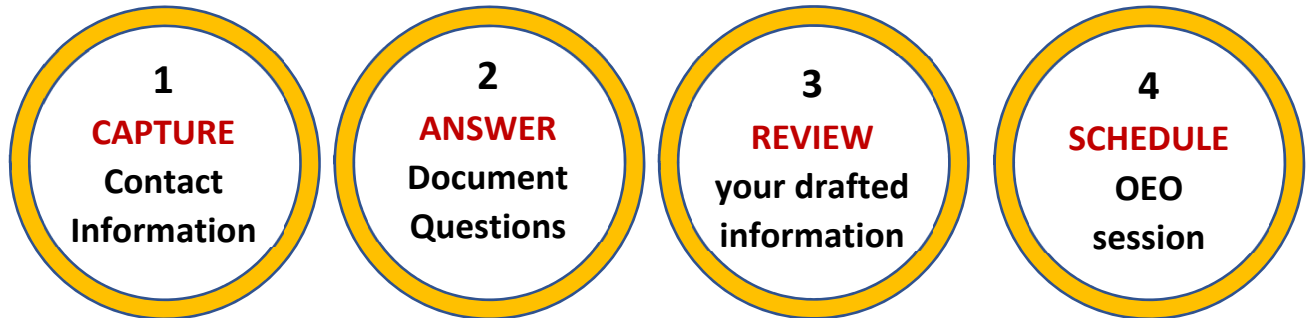




COMPLAINT PREPARATION GUIDELINES

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This document is intended to provide general prompts for preparing the following types of content:

- (1) official complaint document,
- (2) official response document or
- (3) experience account (a sequential recounting of an incident)

When drafting your written complaint, response, or account, consider including any information you feel would be appropriate for:

- filing the complaint (for complainant, person who alleges harm) or
- filing the response (for the respondent, person accused of causing harm)

Please provide a detailed account of the incident(s) that you feel demonstrates illegal discrimination and/or illegal harassment in connection with the University's non-discrimination statement.

Document Prompts/Questions:

Prepare your account/documentation which will answer the following questions:

- A. Describe the event(s) and/or the actions that led you to believe you were harassed or discriminated against. Provide specific examples to clearly illustrate where you feel illegal discrimination and/or illegal harassment has taken place.
- B. Identify when and where the incident(s) occurred, including how frequently the incident/behavior happened and the length of time it lasted.
- C. Identify the University policy violated by the described behavior(s).
- D. Identify the respondent(s), meaning the individual (s) who allegedly caused harm, along with their role or connection to the University (such as faculty, staff, student, or no connection with the University).
- E. Provide the names of any witnesses to the incident(s) outlined above. If witnesses were present, please include their full names, the information each person can provide, and the methods of contact (phone number, email address, etc.) to reach each individual.
- F. Describe the frequency of the incident(s)/behavior(s), explicitly indicating when, where, and the duration over which these events occurred.
- G. Identify any evidence that may suggest the incident was motivated by the complainant's protected class (including race, gender, gender, religion, color, national origin, age, gender, sexual orientation, veteran status, or disability).