

Metropolitan  State College of Denver

Office of the President  
Office of Equal Opportunity

## Discrimination or Harassment Complaint

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

Campus Box 63  
P.O. Box 173362  
Denver, Colorado 80217-3362  
Office: (303) 556-2939  
FAX: (303) 556-3912

# AAP GRIEVANCE FORM

## GRIEVANT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Student \_\_\_\_ Faculty \_\_\_\_ Contract Administrator \_\_\_\_ Classified \_\_\_\_ Other \_\_\_\_\_

## DISCRIMINATION ALLEGED

\_\_\_\_ Race                      \_\_\_\_ Religion                      \_\_\_\_ Gender  
\_\_\_\_ Color                      \_\_\_\_ Disability                      \_\_\_\_ Sexual Harassment  
\_\_\_\_ National Origin                      \_\_\_\_ Age                      \_\_\_\_ Sexual Orientation  
\_\_\_\_ Retaliation                      \_\_\_\_ Other (please specify) \_\_\_\_\_

## SUMMARY OF ALLEGED COMPLAINT

1. Date on which alleged conduct first occurred:
2. Date on which alleged conduct most recently occurred:
3. Names of witnesses (please specify whether employee, student, or other):
4. Name of person(s) who engaged in discrimination (respondent):
5. Describe in detail the specific incidents, occurrences, decisions, and other factual matters believed to constitute unlawful discrimination, harassment, or retaliation (if more space is needed, please attach additional sheets):
6. Harm caused:
7. I request that the following action be taken:
8. I have filed a complaint/grievance with another agency: Yes\_\_\_\_ No\_\_\_\_

If yes, name of agency: \_\_\_\_\_

File/complaint number: \_\_\_\_\_

Detach here.

## ACKNOWLEDGEMENTS

I understand the following:

1. I have the right to be free of retaliation for filing this grievance. I agree to report any conduct which I believe is motivated by retaliation for filing this complaint. I understand, however, that if this statement contains accusations which I know are false, I may be subject to disciplinary action within the College, and/or external legal action from those I have falsely accused.
2. The Equal Opportunity Office will try to protect my identity from public exposure. The respondent, however, will be given a copy of this grievance in order to have an opportunity to respond to it.
3. I have received a copy of the discrimination policy of Metropolitan State College of Denver. I may have the right to file a complaint with civil rights agencies or to file legal actions in a court of law. The Equal Opportunity Office will further explain these rights if I request.
4. I understand that the Equal Opportunity Office is an advocate for neither the grievant nor the respondent. The role of the Equal Opportunity Office will investigate complaints from a neutral position to determine whether violations of the College's discrimination policy have occurred.

## CERTIFICATION

I CERTIFY THAT THE STATEMENTS MADE IN THIS GRIEVANCE ARE TRUE AND ACCURATE, AND THAT I HAVE READ AND UNDERSTAND THE STATEMENTS MADE IN THE ACKNOWLEDGMENTS SECTION OF THIS GRIEVANCE.

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Signature of grievant

# EEO SCHEDULE OF PROCEEDINGS

## GRIEVANCE INFORMATION

Grievant: \_\_\_\_\_ Date of Grievance: \_\_\_\_\_

Respondent: \_\_\_\_\_ Date of Response: \_\_\_\_\_

## INFORMAL RESOLUTION CONFERENCE

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

## INTERROGATORIES

First Set of Interrogatories Due: \_\_\_\_\_

First Answers Due: \_\_\_\_\_

Second Set of Interrogatories Due: \_\_\_\_\_

Second Answers Due: \_\_\_\_\_

## DOCUMENTS

Request for Documents Due: \_\_\_\_\_

Documents Due: \_\_\_\_\_

## PREHEARING STATEMENTS

Prehearing Statements Due: \_\_\_\_\_

## HEARING

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## AAP PROCEDURAL GUIDELINES

DAY	ACTION OR EVENT
1	Grievance Filed
2-30	Informal Resolution Committee Members Selected/Mediation
5	Jurisdiction Determined
6	Respondent Provided Copy of Grievance
10	EO Investigation Completed
25	Response Filed
35	Hearing Committee Selected
37	Copies of Grievance and Response to Committee
40	Informal Resolution Conference
50	Interrogatories Due
65	Answers to Interrogatories Due
70	Document Request Due
85	Documents Due
95	Prehearing Statements Due
110	Hearing
130	Committee Report to President
150	President's Decision