

# **SKAGIT VALLEY COLLEGE POLICY/PROCEDURE FOR PREVENTION AND REMEDATION OF SEXUAL HARASSMENT AND DISCRIMINATION**

Section: 3070

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## **PURPOSE**

To describe Skagit Valley College's position regarding discrimination and harassment and to affirm the College's commitment to maintain an environment that is free of discrimination, harassment and/or retaliation as well as communicate the college's complaint process and actions toward any such conduct counter to this policy.<sup>1</sup>

## **REFERENCES**

Title IX of the Education Amendments of 1972  
Violence Against Women Reauthorization Act (VAWA)  
Americans with Disabilities Act and ADA Amendment Act (ADA & ADAA)  
Section 504 of the Rehabilitation Act of 1973  
Title VI and VII of the Civil Rights Act of 1964  
Age Discrimination in Employment Act of 1967 (ADEA)  
Washington Law Against Discrimination (WLAD), RCW 49.60  
Washington State and SVC Collective Bargaining Agreements  
RCW 28B.110  
RCW 26.50.010  
RCW 9A.44.093  
§668.46

## **OBJECTIVE**

It is the policy of Skagit Valley College to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act and ADA Amendment Act, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60 and their implementing regulations. Prohibited gender-based discrimination includes sexual harassment.

Harassment is a form of discrimination and is defined as unwelcome conduct that is based on, race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status, or the presence of any sensory, mental, or physical disability or any other basis prohibited under state or federal law, where:

- 1) enduring the offensive conduct becomes a condition of continued employment or education, or
- 2) the conduct is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education, or access to college programs, activities and opportunities.

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<sup>1</sup> Nothing in the policy shall be construed or applied to restrict academic freedom or constitutionally protected expression.

Sexual Harassment is defined, for the purposes of this policy as follows: unwelcome sexual advances, requests for sexual favors, and other unwelcome conduct either of a sexual nature or based on sex/gender where:

- a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
- b) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting any individual; or
- c) such unwelcome conduct is sufficiently severe, persistent or pervasive to have the effect of denying or limiting any individual's access to educational or professional opportunities or benefits.

Sexual harassment based on gender includes domestic violence, dating violence, and gender-based stalking.

## DEFINITIONS

**Advocate:** Individuals who assist members of the SVC community with concerns about their rights and the policies and procedures of Skagit Valley College. Advocates will:

- Provide information on college policies and Title IX obligations
- Provide resources about counseling and medical resources both on campus and in the community
- Upon request, assist complainant with filing a complaint
- Upon request, assist respondent with reviewing college policies and procedures
- Act as a neutral/impartial resource for student/staff
- Upon request, serve as advocate during investigation

**Business Day:** A week-day, excluding weekends and college holidays.

**Calendar Day:** Days on the calendar including weekends and holidays.<sup>2</sup>

**Campus:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purpose, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

**Complainant:** employee(s), student(s), applicants, or visitors(s) of Skagit Valley College who alleges that she or he has been subjected to discrimination or harassment due to his or her membership in a protected class.

**Complaint:** a description of facts that allege violation of the College's policy against discrimination or harassment.

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<sup>2</sup> "Day" refers to calendar days unless otherwise specified.

**Conflict of Interest:** If an advocate, designee or investigating authority has an actual or perceived conflict of interest, that individual may excuse themselves from the process. Once excused, that member will not have access to records/evidence pertaining to the case.

**Consent:** knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engaged in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual sexual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

**Discrimination:** Unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.

**Harassment:** a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational, social programs and/or student housing. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment.

Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

- A. Epithets, slurs, "jokes," mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected category.
- B. Verbal or physical threats of violence directed toward an individual based upon their membership in a protected class.
- C. Making, posting, displaying, e-mailing, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

**Hate Crime:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purpose of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Investigation:** The Title IX Officer may appoint a designee to investigate the complaint. The Officer shall inform the complainant and respondent of the appointment. The College representative shall

conduct an investigation based upon the submitted complaint from the complainant or prepared by the Officer.

**Protected Class:** persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status or use of a trained guide dog or service animal.

**Reporter:** employee(s), student(s), applicants or visitor(s) of Skagit Valley College who are aware of discriminatory practices or sexual misconduct.

**Retaliation:** Retaliation occurs when an adverse action is either threatened or taken against an individual for engaging in protected activity. An adverse action is an action which might dissuade a reasonable person from making or supporting a complaint. Retaliation may include adverse actions taken against a person close to the complainant.

**Resolution:** the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, resource referral, protective measures, reasonable changes to academic and housing situations, mediating, mediation, or the formal imposition of discipline. No complainant will be required to have face to face interaction with an alleged perpetrator in any informal resolution or mediation. Mediation will not be used in cases of sexual violence.

**Respondent:** person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

**Sexual Misconduct:** A range of behaviors including sexual harassment, sexual coercion or exploitation, sexual assault, sexual violence, domestic/dating violence, and gender-based stalking.

**Sexual Harassment:** a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.

- a. **Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational, social programs and/or student housing.
- b. **Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

- Persistent comments or questions of a sexual nature.
- A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
- An instructor who promises a student a better grade in exchange for sexual favors.
- Sexually explicit statements, questions, jokes, or anecdotes
- Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
- Remarks of sexual nature about an individual's clothing, body, or speculations about previous sexual experience.
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
- Direct or indirect propositions for sexual activity.

- Unwelcomed letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

**Sexual Violence:** is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

A. **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

B. **Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

C. **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

D. **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

E. **Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent.

## PROCEDURE

Skagit Valley College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis as required by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act and ADA Amendment Act, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW [49.60.030](#) and their implementing regulations. Prohibited sex discrimination includes sexual harassment. Skagit Valley College has enacted policies prohibiting discrimination and harassment. Any individual found to be in violation of College discrimination and harassment policies and procedures will be subject to disciplinary action up to and including separation from the college or from employment.

The College will follow the procedures contained in this document for all discrimination and/or sexual harassment complaints brought by employees, students or visitors to the campus. Any employee, student, applicant or visitor who believes that he or she has been the subject of discrimination or sexual

harassment should report the incident or incidents to the following College Officials listed below. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online at *[INSERT LINK]*. Hardcopies of the complaint form are available at the following locations on campus:

### **TITLE IX OFFICE AND DESIGNEES**

Title: Executive Director Human Resources, Title IX/EEO Coordinator  
Department: Human Resources  
Number: 360-416-7679

### **DESIGNEES: Student-on-Student Complaints**

Title: Dean of Student Services  
Department: Student Services  
Number: 360-416-7738

Title: Director of Student Life  
Department: Student Services: Student Life  
Number: 360-416-7633

Title: Section 504 Coordinator (Mount Vernon)  
Department: Student Services: Disability Access Services  
Number: 360-416-7818

Title: Section 504 Coordinator (Whidbey Island)  
Department: Student Services: Counseling & Disability Access Services  
Number: 360-679-5351

The Title IX Coordinator or designee:

- will accept all complaints and reports from college employees, students, applicants, and visitors
- will inform the complainant of resources and will assist with contacting law enforcement, if desired
- will provide information about Advocates
- will make determinations regarding how to handle requests by complainants for confidentiality.
- will keep accurate records of all complaints and reports for the required time period
- may conduct or delegate investigations and oversee investigations conducted by a designee.
- may impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- will make findings of fact on investigations completed
- may recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

### **WHO MAY FILE A COMPLAINT OR A REPORT?**

Any employee, student, applicant or visitor of the College may file a complaint to the Title IX Officer or designee. Complaints may be submitted in writing or verbally. If the complaint is against that official,

the complainant should report the matter to the president's office for referral to an alternate designee. The College encourages the timely reporting of any incidents of discrimination or harassment.

All reports of incident(s) will be forwarded to the Title IX Officer for coordination and a determination on how to process the complaint. The College representative who receives the complaint should provide the complainant with a copy of this policy

For complainants who wish to submit a written complaint, a formal complaint form is available online at *[INSERT LINK]*. Hardcopies of the complaint form are available at the following locations on campus: **Student Services and Human Resources**. Complaints shall be signed, dated, include names, description and date of the incident, and the remedy sought. If the complainant does not submit a written statement, the Title IX Officer shall prepare a statement of facts which is reviewed by the complainant. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

A complainant can file a complaint on his or her own behalf. A third party may file a report of harassment or discrimination affecting another person, but the college will determine how to proceed while considering the confidentiality wishes of the complainant.

**False and Malicious Accusations.** Members of the college community who make false and malicious complaints of harassment, sexual harassment or discrimination may be subject to disciplinary action.

#### **EMPLOYEE'S OBLIGATION TO REPORT**

SVC employees have the ethical obligation and are strongly encouraged to report any incidences they are aware of concerning discrimination and/or harassment. If the employee is unsure, s/he may direct their questions to the Executive Director Human Resources.

#### **CONFIDENTIALITY AND RIGHT TO PRIVACY**

Skagit Valley College will seek to protect the privacy of all the parties involved to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, protect against imminent risks to the safety, health, and welfare of members of the campus community, and comply with the federal and state law, as well as with Skagit Valley College policies and procedures. Skagit Valley College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

**Confidentiality Requests and Sexual Violence Complaints.** The Title IX / EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the College not investigate the allegation, the Title IX /EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the College not investigate, the Title IX /EEO Coordinator will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence;

- the age of the complainant;
- whether the sexual violence was perpetrated with a weapon;
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

### **CLERY ACT-FEDERAL STATISTICAL REPORTING OBLIGATIONS**

Certain campus officials have a duty to report criminal misconduct, including sexual misconduct, for federal statistical reporting purposes (Clery Act). All personal identifiable information is kept confidential, however, statistical information must be passed along to Campus Security regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the complainant and may be done anonymously.

### **CLERY ACT-FEDERAL TIMELY WARNING REPORTING OBLIGATIONS**

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

For more information on Clery Act reporting requirements please contact the Director of Security.

### **INVESTIGATION PROCEDURE**

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX / EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or his or her designee. If the investigation is assigned to someone other than the Title IX / EEO Coordinator, the Title IX / EEO Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.



**Interim Measures.** The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the College's student conduct code or the College's employment policies and collective bargaining agreements.

**Investigation.** Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX / EEO Coordinator. The Title IX / EEO Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the Code of Student Conduct or college employment policies and collective bargaining agreements.

**Responding to Written Notice of Allegations.** Once notice has been sent to alleged parties involved, parties have five (5) business days to respond and make an appointment with Title IX/EEO Coordinator or designee.

**Written Notice of Decision.** The Title IX / EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of investigative findings, and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complainant, such as such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

**Informal Dispute Resolution.** Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

**Final Decision/Reconsideration.** Either the complainant or the respondent may seek reconsideration of the decision by the Title IX / EEO Coordinator. Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator within five (5) business days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within five (5) business days, the decision becomes final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within 30 days. The Title IX / EEO Coordinator shall either deny the request or, if the Title IX /

EEO Coordinator determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

## **PUBLICATION OF ANTI-DISCRIMINATION POLICIES AND PROCEDURES**

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

## **LIMITS TO AUTHORITY**

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Skagit Valley College policies and procedures, and federal, state, and municipal rules and regulations.

## **NON-RETALIATION, INTIMIDATION AND COERCION**

Retaliation by, for or against any known or suspected participant (including complainant, respondent, witness, Title IX/EEO Coordinator or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation dealing with harassment/discrimination is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX/EEO Coordinator immediately.

## **RECORDS**

A copy of the final complaint and investigation report including supplemental materials shall be maintained as confidential files located in the Human Resources Office for employees or the Dean of Student Services Office for students. When involving employees, these records shall be considered "personal information in files maintained for employees which affects their right to Privacy," within the meaning of Washington State's public disclosure law, RCW 40.24 or RCW 42.56.

## **CRIMINAL COMPLAINTS**

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

Mount Vernon Police Department  
Oak Harbor Police Department  
Friday Harbor Police Department  
Skagit County Sheriff's Office  
Island County Sheriff's Office  
San Juan County Sheriff's Office

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

## **OTHER DISCRIMINATION COMPLAINT OPTIONS**

The internal procedures described herein are internal College procedures and, as such, serve to resolve complaints within the college's administrative framework. These procedures do not replace an individual's timely complaint with an external agency. Discrimination complaints may also be filed with the following federal and state agencies:

[Washington State Human Rights Commission](http://www.hum.wa.gov/index.html), <http://www.hum.wa.gov/index.html>

[US Dept of Education Office for Civil Rights](http://www2.ed.gov/about/offices/list/ocr/index.html), <http://www2.ed.gov/about/offices/list/ocr/index.html>

[Equal Employment Opportunity Commission](http://www.eeoc.gov/), <http://www.eeoc.gov/>

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**Discrimination/Harassment  
Formal Complaint Form**

This form is designed to assist you with filing a discrimination and/or harassment complaint. If you wish to file a formal complaint involving alleged discrimination and/or harassment please write clearly and specifically focus on the alleged discrimination and/or harassing conduct.

The complaint should include as much information regarding the incident giving rise to the complaint as possible, including the location, 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.

All formalized complaints shall be signed and dated

Skagit Valley College does not have a defined timeframe to report cases of sexual harassment and discrimination. However, it is important to note that the college's ability to investigate may be hampered if the complaint delays reporting.

\_\_\_\_\_  
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. Please return this form to the Title IX Coordinator or Designee.