



**Step 1 – Provost/Dean/Supervisor Response**

Date Complaint Received \_\_\_\_\_

(A written response must be issued as soon as a reasonable investigation can be conducted but no longer than 45 calendar days from the receipt of the complaint.)

Respondent Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Original - Complainant, Copies - Next Higher Authority, AA Officer

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Complaint form must be submitted to the Affirmative Action Officer within 5 working days from receipt of the Step 1 response.

**Step 2 - Affirmative Action Officer or Designee Response**

Date Complaint Received \_\_\_\_\_

(A meeting with the complainant must be held and a written response issued within 10 working days from receipt of the complaint.)

Respondent Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Original - Complainant, Copies - AA Officer, Vice President/Direct Report to the President, Provost/Dean/Supervisor

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Complaint form must be submitted to the President within 5 working days from receipt of the Step 2 response.

**Step 3 - President or Designee Response**

Date Complaint Received \_\_\_\_\_

(A meeting with the complainant must be held and a written response issued within 10 working days from receipt of the complaint.)

Respondent Signature \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Original - Complainant, Copies - AA Officer, Vice President/Direct Report to the President, Provost/Dean/Supervisor