A CLEAR RESOURCE FOR WWU STUDENTS

STEP 1
FIRST EEO CONTACT
THE PROCESS BEGINS WHEN YOU GO TO THE EQUAL OPPORTUNITY OFFICE, LOCATED IN OLD MAIN 345. FROM THERE, YOU HAVE TWO OPTIONS. YOU CAN CHOOSE TO...

STEP 2
FILE A FORMAL COMPLAINT
FILE A FORMAL COMPLAINT WITH THE EEO. YOU WILL MEET WITH AN EEO INVESTIGATOR AND PROVIDE A FORMAL STATEMENT INCLUDING THE NAMES OF POSSIBLE WITNESSES. THIS PROCESS INVOLVES FILING OUT A COMPLAINT FORM WHICH MUST INCLUDE THE NAME OF THE RESPONDENT. IN TEN DAYS, THE VP OF THE EEO, RHEA COUNTER-SCHLIEGINGER, WILL DECIDE WHETHER YOUR COMPLAINT FALLS UNDER THE JURISDICTION OF THE EEO AND WHETHER THERE IS ENOUGH EVIDENCE TO CONDUCT AN INVESTIGATION IF DENIED. YOU CAN FILE A LAWSUIT OR GO TO ANOTHER SOURCE OUTSIDE WESTERN WASHINGTON UNIVERSITY.

STEP 3
INFORMING THE RESPONDENT
THE EEO WILL THEN NOTIFY THE RESPONDENT, AND SET UP AN IN-PERSON MEETING IN WHICH THE ALLEGATIONS WILL BE DISCUSSED. THE RESPONDENT WILL SEE THE STATEMENT THAT YOU GAVE, AND BE ENCOURAGED TO WRITE A WRITTEN RESPONSE WITHIN TEN DAYS. THE PROCESS WILL CONTINUE EVEN IF THEY DECIDE NOT TO PARTICIPATE.

STEP 4
THE INVESTIGATION
WITHIN 60 WORKING DAYS OF THE FILING DATE, THE EEO WILL BEGIN AN INVESTIGATION. A REPORT WILL BE WRITTEN AND GIVEN TO BOTH YOU AND THE RESPONDENT.

STEP 5
SANCTIONS
AFTER THE INVESTIGATION, THE STUDENT CONDUCT OFFICER MICHAEL BUDGE (IN THE CASE THE RESPONDENT IS A STUDENT), OR THE VP OF ACADEMIC AFFAIRS BRENT CARBAJAL (IN THE CASE THAT THE RESPONDENT IS A WWU EMPLOYEE) WILL DETERMINE APPROPRIATE ACTION. IN RESPONSE TO THE FINDINGS POSSIBLE SANCTION INCLUDE (FOR STUDENTS): TRAININGS, WRITTEN EDUCATIONAL PAPERS, NO CONTACT OR CONTACT ORDER, TERMINATION OF CAMPUS HOUSING, SUSPENSION OR EXPULSION FROM WWU. SANCTIONS FOR EMPLOYEES MAY RANGE FROM TRAININGS, LETTERS OF REPRIMAND, DEMOTION, POSTPONEMENT OF LEAVES OR SALARY INCREASES TO FULL OR PARTIAL SUSPENSION OR TERMINATION OF EMPLOYMENT.

ADDITIONAL INFORMATION
IF A STUDENT DOESN'T WISH TO FILE A COMPLAINT THE UNIVERSITY ADMINS OR THE EEO CAN FILE ONE IN THEIR PLACE. THE NAMES OF INDIVIDUALS IN THIS DOCUMENT ARE SPECIFIC TO WESTERN WASHINGTON UNIVERSITY. THE TYPICAL TIMELINE GIVEN IN THIS DOCUMENT MAY BE LONGER DEPENDING ON MULTIPLE FACTORS A FULL VERSION OF THE DISCRIMINATION COMPLAINT PROCEDURE FOR WWU CAN BE FOUND AT TINYURL.COM/SYSYB23

This document was approved by the A.S. Student Senate. The WWU admin in no way endorses or was involved in the making of this document.