



Discrimination & Harassment Complaint Form

JC Status: Faculty/Staff Student Other (please specify)

To file a complaint submit this form to the Human Resources Dept. in person at Potter Center, Room 210 or via e-mail to AllenCynthiaS@jccmi.edu. A form can be requested by calling (517) 796-8460 or on the Human Resources Department's web site at www.jccmi.edu/humanresources and click on forms. If a faculty or staff member is notified of an allegation, he/she must notify JC HR as soon as possible. In addition to notifying HR, someone can also refer people to HR. *Filing an allegation of discrimination or harassment with the college does not preclude filing an allegation with an external agency nor does it extend time limits for such complaints.*

Person alleging discrimination/harassment:

Name: _____ Title: _____

Dept. _____ Email Address: _____

Contact address: _____

Phone Number: (Daytime) _____ (Evening): _____

Person against whom allegation of discrimination/harassment is being made:

Name: _____ Title: _____

Dept. _____ Email address: _____

Contact address: _____

Phone Number: (Daytime) _____ (Evening): _____

Person referring the complaint (if different from person alleging discrimination/harassment):

Name: _____ Title: _____

Dept. _____ Email address: _____

Contact Address: _____

Phone Number: (Daytime) _____ (Evening): _____

**Describe specific act(s) alleged with date(s), time(s) and location(s) if possible.
If additional space is needed attach additional sheet(s):**

Were witnesses present for the alleged behavior?
If yes, please list names and contact information.

Yes

No

If alleging harassment, did you take any action to stop the harassment?
If yes, Please summarize the action(s) taken:

Yes

No

I am requesting that Jackson College investigate my complaint.

Yes No

Signed _____ Date _____