Complaints having to do with discrimination or harassment based on race, religion, creed, color, sex, gender identity or expression, ancestry, national origin, age, marital status, sexual orientation, disability, veteran's status, membership in the military forces, arrest or conviction record, political affiliation, and all categories protected by law are handled through the Affirmative Action Office.

1. To the extent practical, all complaints should be settled through informal discussions among the parties involved. Employees and students may at any time seek advice and assistance on informal resolution from the Affirmative Action Officer, 217 Schofield Hall, 836-2387, affirm01@uwec.edu

2. Where informal resolution is not successful, a formal complaint may be made. Complaints must be initiated with the Affirmative Action Officer within 300 calendar days after the complainant knew or reasonably should have known of the occurrence, the event, or omission out of which the complaint has arisen. A complainant who does not comply with the time limits in this policy shall be barred from further pursuit of the complaint process.

3. Upon receipt of a formal complaint, the Affirmative Action Officer shall notify any parties complained about of the complaint and shall investigate the allegations in the complaint.

4. The Affirmative Action officer will respond to the complaint in writing within 30 days of receipt. The Affirmative Action Officer may mediate or dismiss the complaint, recommend discipline, refer the matter to another campus office or committee (e.g., applicable grievance committee), or take other appropriate action.

5. The Affirmative Action Officer's findings may be appealed to the Chancellor by submitting in writing the reasons for the appeal within 30 days of receiving the findings. The Chancellor will provide a written response to the appeal within 15 days of receipt.

6. Any individual who is disciplined as a result of this procedure retains applicable rights and procedures with regard to the disciplinary action.