

*St. Petersburg College*  
**Office of Equal Access/Equal Opportunity**

**INFORMAL DISCRIMINATION INQUIRY**

If you feel you have been discriminated against in employment or student services on the basis of race, color, religion, national origin, sex, age, disability, marital status, or parental status and you wish to make use of the college's grievance procedures, please fill out this form and immediately forward it to the Equal Access/Equal Opportunity Office by mail at PO Box 13489, St. Petersburg, Florida 33733-3489 or by e-mail at [eaao\\_director@spcollege.edu](mailto:eaao_director@spcollege.edu).

[Use extra sheets as necessary.]

1. **Name:** \_\_\_\_\_

Student number or employee number: \_\_\_\_\_

2. **Position:** If you are a student, please give number of terms completed and whether you are a part-time or full-time student. If you are an employee, please put the name of your position, office in which you work and number of years you have worked there. If you are an applicant for employment, please put position applied for and office in which application was made:

3. State the name of the alleged discriminating party or parties and, if known, the campus at which they primarily attend or their positions and offices in which they work:

4. Describe, in as much detail as you can, the facts and circumstances surrounding the alleged discriminatory activity, and include the relevant dates and facts surrounding the incident:

5. State names of other people who might have knowledge of the facts surrounding this incident, with their contact information (telephone number(s), e-mail address, address) if known:
  
  
  
  
  
  
  
  
  
  
6. Please provide your contact information (telephone and e-mail) so that the EA/EO Office may contact you to discuss this matter further if questions arise, or additional information is needed beyond that which you already have provided.

St. Petersburg College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO at 727-341-3261; by mail at PO Box 13489, St. Petersburg, FL 33733-3489; or by e-mail at [eaeo\\_director@spcollege.edu](mailto:eaeo_director@spcollege.edu).

LE 416 (9/09)

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Office use only

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

EA/EO interview by: \_\_\_\_\_

Telephone interview: \_\_\_\_\_

Personal interview: \_\_\_\_\_

Inquiry Reference No.: \_\_\_\_\_ (to be filled in by office)