

Student Complaint/Grievance Reporting Form

Office of Student Affairs



This form is intended for use by any student wishing to make a formal complaint about a person, policy or university process. If a student feels that there has been a violation of the RSU Student Code, then the appropriate form to use in the *Violation of Student Conduct Code Reporting Form*, which is also available in the Student Affairs office.

Name of Student Making Report: _____ Today's date: _____

Contact Number: _____ Address: _____

Your Classification:

- Freshman Sophomore Junior Senior Other

Nature of Complaint/Grievance:

- | | | |
|---|--|---|
| <input type="checkbox"/> Academic/Enrollment* | <input type="checkbox"/> Student Services | <input type="checkbox"/> University policy or procedure |
| <input type="checkbox"/> Business Affairs | <input type="checkbox"/> Parking/Campus Police | <input type="checkbox"/> Food Services |
| <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Housing | <input type="checkbox"/> Student |
| <input type="checkbox"/> Other _____ | | |

**Note: If your complaint involves alleged academic misconduct it should be reported to an appropriate academic department. There is a Code of Academic Conduct procedure for reporting misconduct that is outlined in Title 12 of the RSU Student Code.*

Part One: In the space below explain in chronological order the nature of your complaint with as much detail as possible. For example, list persons involved, date(s) and time(s). If needed, attach additional pages or you may attach a typed statement.

Part Two: Is there a particular outcome that you are seeking? If so, what is it? Please keep in mind that the outcome you are suggesting is not guaranteed. The goal of the Student Affairs office is to engage in fact finding regarding your complaint/grievance, communicate your concerns to appropriate areas, and to assist in the resolution of any concern.

I understand that some incidents, particularly sexual assault or the intent to do grave bodily injury may be subject to emergency action as authorized by public law. Student Affairs upholds FERPA (privacy rights) in all matters. By your signature below you are also acknowledging that the Dean of Students or the Student Development Director will determine what information may be shared as educational need-to-know in the investigation of this complaint. Also, be aware that the information stated in this form may be used in RSU conduct proceedings and/or civil court proceedings.

Your signature: _____ Phone: _____

Space Below for Office Use Only

Initials of Staff Person Reviewing Complaint/Grievance: _____ **& Date** _____

Action Taken and Determination/Resolution:

- Matter did not require action (Ex: Student wished to report or bring issue to our attention).
Date _____
- Matter referred to the following academic department: _____ for resolution.
Date _____
- Matter referred to the following business area: _____ for resolution.
Date _____
- Matter referred to _____ for further action.
Date _____
- Matter referred to campus police. **Date** _____
- Matter dismissed by student complainant.
Date _____
- Matter handled by Student Affairs in the manner described below:
Date _____

Manner of Follow-up with Student:

- Student notified by telephone on _____
- Student notified in writing on _____
- Student notified in meeting on _____

