

Student Grievance Reporting Form

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 Dean of Students 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 Life upholds FERPA (privacy rights) in all matters. By your signature below you are also acknowledging that the Dean of Students 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 Manor College 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 Dean of Students Office 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
