

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 _____

Manner of Follow-Up with Student:

Student notified by telephone on

Student notified in writing on

Student notified in meeting on
