

Student Grievance Reporting Form

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 Manor College Student Code of Conduct, then the appropriate form to use is the Incident Report Form, which is available in the Public Safety Office or online at: https://manor.edu/student-life/security-and-safety/reporting-crimes-campus/.

Name of Student Making Report:		
Contact Number:	Address:	
Nature of Complaint/Grievance:		
Academic* Enrollment	College Personnel • Name/Department	Other
University policy or procedure		
academic department. There is an A Handbook. Part One: In the space below explai	leged academic misconduct it should be report Academic Grievance procedure outlines in Section in in chronological order the nature of your of colved, date(s) and time(s). If needed, attach a	ion 2 of the Manor College Student complaint with as much detail as pos-

you are suggesting is not guaranteed. The goal of th	e seeking? If so, what is it? Please keep in mind that the outcome ne Dean of Students Office is to engage in fact finding regarding erns to appropriate areas, and to assist in the resolution of any
to emergency action as authorized by public law. Str your signature below you are also acknowledging th	l assault or the intent to do grave bodily injury may be subject udent Life upholds FERPA (privacy rights) in all matters. By nat the Dean of Students will determine what information may rigation of this complaint. Also, be aware that the information onduct proceedings and/or civil court proceedings.
Your signature:	Phone:
Space Belo	ow for Office Use Only
Initials of Staff Person Reviewing Complaint/Grievan	nce: & Date
Action Taken and Determination / Resolution:	
Matter did not require action (Ex: Student wished Date	
Matter referred to the following academic depart Date:	tment: for resolution.
Matter referred to the following business area: Date:	for resolution.
Matter referred to:	for further action.
Matter referred to campus police. Date	Matter dismissed by student complainant.
Manner of Follow-Up with Student:	
Student notified by telephone on	Student notified in writing on Student notified in meeting on