



## 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 Security 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

University policy  
or procedure

College Personnel

• Name/Department

\_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

*\*Note: If your complaint involves alleged academic misconduct it should be reported to an appropriate academic department. There is an Academic Grievance procedure outlines in Section 2 of the Manor College Student Handbook.*

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 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 \_\_\_\_\_

**Terms of Acceptance and Signature**

**I, the applicant for this form, warrant the truthfulness of the information provided above.**

**Electronic Signature**

**Please type your First and Last Name**

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance.