

Student Complaint Form

Instructions:

- This form is for all complaints made by STUDENTS ONLY. If you are a faculty/staff/visitor with a complaint about a student, please fill out the Incident Report Form.
- Please fill out this form accurately and honestly. Any misrepresented and/or false complaints will have consequences for the Complainant.
- If you need assistance filling out this form or describing your complaint, you may request a staff member to provide you support.
- The completed Student Complaint form can be submitted to the Student Services Office.

Filed under: Student Complaint Policy, Sexual Violence Policy, Hanson’s Code of Conduct, Student Misconduct Procedures Guide.

SECTION 1: COMPLAINANT INFORMATION (must be a student)	
Full Name:	Hanson ID:
Program:	Campus:
Complainant Email:	Phone Number:
Date and Time of Complaint:	
SECTION 2: RESPONDENT INFORMATION	
Full Name:	Respondent is a: <input type="checkbox"/> Student <input type="checkbox"/> Employee
Description (if unsure of identity):	<input type="checkbox"/> Other (ex. Visitor): <i>Please specify below.</i>
Respondent E-mail:	Respondent Phone Number:
Date and Time of Complaint:	
<u>IF STUDENT, please fill out the following:</u>	<u>IF EMPLOYEE, please fill out the following:</u>
Hanson ID:	Department & Campus:
Program:	Employee’s Supervisor Name:
Campus:	Employee E-mail Address:

SECTION 3: DETAILS OF INCIDENT

- 3.1. Nature of Complaint:** Academic
 General Misconduct (ex. Bullying, harassment, discrimination)
 Sexual Violence
 Other (please specify):

3.2. Reported to: (name of staff member)

3.3. Description of Issue

Please describe ALL incident(s), including the date, time, and location of each incident. Please provide or identify all known persons, documents, evidence, and witnesses related to the incident. Attach an additional page if required.

3.4. Parties Involved:

3.5. Potential Witness(es) to the Incident(s), if any:

3.5.1. Description of each witness' respective role in the incident(s) mentioned above:

3.6. Have you, the Complainant, told any other person of the incident(s)? If yes, please state the name of the person(s) you told:

COMPLAINANT DECLARATION

I hereby declare that the information set out above in this complaint is true and accurate, to the best of my knowledge. I understand that making false or frivolous allegations is subject to disciplinary action. Furthermore, I understand that an inquiry will be initiated once this complaint has been filed.

Complainant Name: _____ **Complainant Signature:** _____

Date signed: _____

Name of Intake Person: _____

Signature of Intake Person: _____

Date Signed: _____