

**STUDENT JUDICIAL AFFAIRS**

**NOTICE OF INQUIRY**

(Please complete all applicable fields, if something does not pertain to you, leave it blank)

Name \_\_\_\_\_ Date \_\_\_\_\_ Student ID \_\_\_\_\_

Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Major \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

Instructor \_\_\_\_\_ Course# \_\_\_\_\_ Semester \_\_\_\_\_

Department or location in which complaint arose: \_\_\_\_\_

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Respondent (grievance against) \_\_\_\_\_

Members of the university community involved in attempting an informal settlement

\_\_\_\_\_  
\_\_\_\_\_

Referred by \_\_\_\_\_

Please give a detailed description of your problem. Include all steps taken and persons contacted. Be specific. This is **not** a formal grievance form – it is a “complaint intake form” or you may be seeking advice only.

\_\_\_\_\_  
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\_\_\_\_\_

**CONTINUE ON REVERSE SIDE**

I give the Student Judicial Affairs Office permission to leave messages regarding my complaint on my telephone answering machine      **yes**                      **no**

**Information regarding this incident may be shared with and/or released to authorized campus individuals as appropriate to the investigation.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Appointment Date & Time \_\_\_\_\_

