

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: _____

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.

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 _____

