

Student Conduct, Rights, and Responsibilities (SCRR) Notice of Inquiry

This form must be completed within 30 days of the incident or reasonable knowledge that adverse action has been taken, which is the subject of this inquiry. Completion of this form begins the process of informal resolution.

Please note: This form is not for students wishing to file a complaint related to Discrimination, Harassment, Retaliation, or Sexual Misconduct. Those students should fill out a Student Conduct, Rights, and Responsibilities Incident Report.

Today's Date: _____ / _____ / _____

Your Name: _____ Student ID#: _____

Email Address: _____ Phone Number: _____

Inquiry is against:

Instructor Name: _____

Course Name: _____

Staff Member Name: _____

Department/Office: _____

Date of Incident or Adverse Action: _____ / _____ / _____ OR semester: Spring / Fall 20 _____

Description of Incident or Adverse Action:

Before filing a Notice of Inquiry with Student Conduct, Rights, and Responsibilities, the student is encouraged to take the following steps to resolve the situation informally:

Meet with faculty or staff member

Name: _____ Date: ____ / ____ / ____

Meet with Department Chair or immediate supervisor of staff member

Name: _____ Date: ____ / ____ / ____

Meet with College Dean or Department director of staff member

Name: _____ Date: ____ / ____ / ____

Results of attempts at informal resolution:

If the situation cannot be resolved informally, a student may file a “Request For A Formal Student Grievance Hearing” form with Student Conduct, Rights, and Responsibilities. A formal hearing on the matter must arise from a student’s claim that a member of the faculty, staff, or administration has, in some material way, failed to meet their official obligations as agents of the University, thus resulting in an action which is unjust or has had adverse impact on the student.

Information regarding this incident or action may be shared with and/or released to authorized campus individuals with an educational need to know as deemed appropriate to resolve the issue.

Student Signature

Date

<p>For SCRR Office Use Only:</p> <p><input type="checkbox"/> Notice of Inquiry filed within 30 days of incident/action</p> <p><input type="checkbox"/> Action is grievable based on EM 05-010</p> <p><input type="checkbox"/> Provided copy of EM 05-010</p>
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