

## COMPLAINT FORM

Name of Alleged Offender: \_\_\_\_\_

### Type of Complaint

Student    Employee    Unknown

Academic Misconduct– Course \_\_\_\_\_

(submission to supervising dean)

Student ID# (if known): \_\_\_\_\_

Date of Incident: (mm/dd/yy): \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Non-Academic: Misconduct/Behavioral

Housing Code of Conduct

Time of Incident: a.m./p.m.: \_\_\_\_\_

Discrimination/Harassment (race, religion, sex, color, creed, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation)

**Details of alleged violation:** Be as specific as possible in stating the facts. State names of additional witnesses and give a clear description of the situation, conditions, and actions. Use reverse side of this sheet if more space is needed. (You may attach supplemental documentation if necessary.)

Reported by (printed name of student, employee, other)

Signature/Date

Reviewed by (printed name of administrator)

Signature/Date

**Procedural Note:** Consistent with Riverland Community College's *Code of Student Conduct*, (academic misconduct) the faculty member completing this form applies the initial sanction and reports the academic misconduct by forwarding the completed form simultaneously to the Human Resource Office and the supervising academic dean. The academic dean will inform in writing the student named above that (1) this form will be filed in the office of the Executive Vice President, (2) the dean may impose sanctions in addition to those imposed by the faculty member in the event of subsequent or multiple violations, and (3) the student has a right to appeal the sanction(s) as described in the *Code of Student Conduct*. Student non-academic misconduct (1) the form will be filed simultaneously to the Human Resource Office and the Conduct Complaint Officer (2) an investigation may be conducted (3) the student has the right to appeal the sanction. Employee misconduct, consistent with Riverland Community College's *Employee Code of Conduct* or other policies governed by MnSCU Board, federal or state laws, (1) the form is completed by the student or employee and filed in the office of Human Resources (2) An investigation may be conducted (3) the employee due process rights will be administered by the applicable bargaining agreements.