



Respectful Learning Environment Matter of Concern/Complaint Request Form

Name: _____

Student ID: _____

CONTACT INFORMATION

Email: _____

Telephone: _____

Address: _____

Preferred Method of Communication (Indicate One): Email Phone

Name of Individual who this Concern is regarding: _____

Faculty Staff

Date(s) and time(s) of the incident(s): _____

Location of the incident(s): _____

Name(s) of witnesses/bystanders (if any): _____

In the space provided below, write a description of the events that have led you to file this Complaint. You may attach additional details on a separate sheet if you wish.

Signature of Complainant

Date

Please submit to the below position (or delegate) for the Campus for which you are enrolled.

- **St. John's Campus, Signal Hill Campus, Harlow Campus and Labrador Campus**
– Director, Student Life
- **Marine Institute** – Director, Student Affairs
- **Grenfell Campus** – Registrar and Director of Student Services

The information on this form is collect for addressing incidents of disrespectful conduct by a faculty of staff member and is a required part of the informal and formal resolution process outlined in the procedures. The collection of information is authorized under the access to [Information and Protection of Privacy Act, 2015, cA-1.2.](#), and is maintained by the respective campus and positions (or delegate) as noted above. Please note that the information contained on this form is confidential. The completion of this form does not indicate that an informal or formal Complaint has been initiated. Rather, it is a request to meet with the appropriate person, on each respective campus, to discuss further prior to any action being initiated.