



**Student Code of Rights and Responsibilities Policy Complaint or Concern Request Form**

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

**CONTACT INFORMATION**

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Method of Communication (Indicate One):  Email  Phone

Name of Individual who this Concern is regarding: \_\_\_\_\_

Request to proceed with informal resolution: Yes No

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 completed form to the Complaint Coordinator, or delegate for the campus for which you are enrolled.**

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

The information on this form is collected for addressing incidents of disrespectful conduct by a student, and is a required part of the informal and formal resolution process outlined in the Student Code of Rights and Responsibilities policy and 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.