NIPISSING
UNIVERSITY

STUDENT DEVELOPMENT AND SERVICES

# Student Code of Rights and Responsibilities - Complaint Form

This form may be used to file a complaint under the Student Code of Rights and Responsibilities. A complete copy of the Nipissing University Student Code of Rights and Responsibilities is available online on the Student Development and Services website (http://www.nipissingu.ca/departments/student-development-and-services/Pages/Code-of-Student-Rights-and-Responsibilities.aspx), or upon request from the Office of Student Development and Services at OSDS@nipissingu.ca.

Full Name: _____ Today's Date: _____

NU E-mail: _____

Telephone number: _____

Local Address: _____

## Occurrence Information

Date and time of occurrence:

Location of occurrence:
*(Please provide as much detail about the location of this incident as possible.)*

Parties involved:
*(Please list the names and e-mails or university IDs, if possible, of all the students or student groups that were involved. Please also list any faculty, staff, or community members that were involved.)*

Nature of Complaint / Incident Description:
*(Please provide as much information about the incident or nature of the complaint. Attach more pages as needed).*

What steps have you attempted to resolve your complaint?
*(Explain briefly what steps you have taken to resolve your complaint. If you have not attempted to resolve your complaint in the person responsible, it will be referred to the relevant department for resolution. Specify the dates and the persons to whom you made the complaint.)*

Witnesses:
*(Please indicate any witnesses present during the incident, if possible please include full name as well as contact information.)*

Remedy / Resolution:
*(How would you like the incident to be resolved? Explain briefly what you might consider to be a satisfactory resolution/remedy to your complaint.)*

**Support Needs: (Please indicate if you would like to have someone contact you to learn more about campus supports available to you.)**

☐

I hereby certify that the information provided as part of this complaint is correct and accurate to the best of my knowledge. I understand that knowingly providing false information is a violation of the Nipissing University *Student Code of Rights and Responsibilities*.

Print Name:

Signature:

To submit your completed complaint form, please send via email (with all attachments) to OSDS@nipissingu.ca or in person to the Office of Student Development and Services in B210 of the Education Centre

**Please attach additional/supporting documentation that you have for this incident to this form.**