

A-5.04.01: Student Non-Academic Code of Conduct Complaint Form

STUDENT NON-ACADEMIC CODE OF CONDUCT COMPLAINT FORM

A. Complainant's Name: _____

Address: _____

Phone #: _____ Email Address: _____

Student Staff Faculty Other

Department/Program: _____ **Campus** _____

B. Respondent's Name: _____

Department/Program: _____ **Campus** _____

C. Section of the Policy that this complaint is being filed under:

D. In your own words, and in the space provided below, please indicate the details of your complaint under the Student Non-Academic Code of Conduct Policy. *If you would like to provide a more detailed description, please attach to this form.*

Please describe any actions that you have taken to try to resolve this problem.

What do you require to resolve this complaint?

Signature of complainant: _____ **Date:** _____

This form must be submitted to the Director, Student Services at studentconduct@nlc.bc.ca.

*Please note that **this document and any attachments to it** that you provide in the course of filing a complaint is held in confidence by the College. If an investigation is undertaken the College will share information with those persons involved in the complaint as necessary to ensure the principles of natural justice and procedural fairness are met, but will otherwise maintain confidentiality of the investigation throughout the entire investigation process unless otherwise required by law. **Your signature confirms that you have been made aware and give permission for the above use of this information.***