

**THE UNIVERSITY OF NORTH CAROLINA
AT PEMBROKE**

STUDENT COMPLAINT FORM

The University of North Carolina at Pembroke is committed to addressing student complaints. In accordance with UNC Pembroke Student Grievance Policy on the informal resolution of student grievances, students are encouraged to discuss their complaints directly with the person responsible. If the issue is not or cannot be resolved through discussion with the responsible person, then the student should complete this form and submit it to department chair or supervisor of the person against whom the complaint is to be made. Every effort will be made to respond to the complaint in an appropriate manner.

Students should consult the following policies for specific complaint procedures pertaining to these areas:

Academic Honor Code
Code of Conduct
Student Grievance Policy
Policy Prohibiting Illegal Harassment and Discrimination
Student Grievance Policy for Students with Disabilities
Sexual Harassment Policy
Sexual Assault Policy
Inspection and Release of Student Records
Undergraduate Grade Appeals Process
Suspension Appeals
Residency Appeals
Financial Aid Appeals

NAME: _____

BANNER ID: _____

DATE: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

YOUR COMPLAINT:
Please briefly describe below the nature of your complaint.

WHAT HAVE YOU DONE 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.

REMEDY:

What would you like done about your complaint? Explain briefly what you might consider to be a satisfactory resolution/remedy to your complaint.

YOUR SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY:

RECEIVED BY: _____

DATE: _____

DISPOSITION/RESOLUTION:

Administrative Actions Taken:

Final Results:
