

UNC Pembroke Student Grievance Policy Formal Statement of Authenticity



I, _____, _____ hereby pledge that I have
(student's name) (banner ID #)
written, to the best of my ability, an accurate account of the event(s) leading to this **formal**
grievance against the following UNC Pembroke employee:

Employee's Name

Employee's Title

Department

I understand that grievances found to have intentionally dishonest or willful disregard of the truth is a violation of the **UNCP Student Code of Conduct, item # 2, Furnishing false information to the University with the intent to deceive. Students violating this code will be subject to disciplinary action. Students violating this code will be subject to disciplinary action.** Any retaliation directed to the complainant as a result of the filing of a grievance is against state and federal laws and UNC Pembroke policy.

Student Signature

Date

Documentation requirement checklist for the Formal Grievance Process:

- _____ 1. Date(s) of the incident(s);
- _____ 2. Date(s) you attempted the Informal Resolution;
- _____ 3. A clear and precise statement of the complaint;
- _____ 4. State how the decision or action is unfair and harmful to you; (List policies/laws violated)
- _____ 5. Name the respondent parties (the person(s) against whom the grievance is filed);
- _____ 6. State how the person is responsible for the action or decision;
- _____ 7. State the requested remedy;
- _____ 8. State whether any witnesses will be brought to the hearing;
- _____ 9. State whether a nonparticipant observer will be brought to the hearing; and
- _____ 10. Sign the Grievance Statement of Authenticity Form.
- _____ 11. List other documents attached to this Formal Grievance (i.e., witness statements, etc.)

A. _____ B. _____

C. _____ D. _____