

Complaint Report Form

File #: _____

If you have any questions about this form, contact the Office of Student Judicial Affairs at OSJA@norquest.ca or 780.644.6490.

A: To be completed by complainant

Complainant's name:	Student ID (if applicable):
Name of individual/policy that is the subject of this complaint:	

Type of complaint:	Date, time, location of incident (if applicable):
<ul style="list-style-type: none"> <input type="radio"/> Individual <input type="radio"/> Procedure or Policy <input type="radio"/> Decision of a hearing panel <input type="radio"/> Other: _____ 	_____

Describe the complaint:

Attach a typed or handwritten description of your complaint to this form. In this description, include any steps you have taken to resolve the issue to date. Attach any supporting documents (emails, names of witnesses, etc.) as necessary.

Describe the resolution you are seeking:

Signature: _____

Date: _____

The personal information collected on this form is used for the administration associated with the investigation and adjudication of complaints. Collection is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and is managed in accordance with the Act. Questions about the collection and use of the personal information can be directed the Office of Student Judicial Affairs, Room 1-207, 10215 108 Street NW, Edmonton, AB T5J 1L6, 780.644.6490.

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B: To be completed by the Office of Student Judicial Affairs

Related incident number (if applicable):	
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Does this grievance meet criteria to go forward?	<input type="radio"/> Yes
	<input type="radio"/> No

File forwarded for review to (provide name):	<input type="radio"/> Program Chair
	<input type="radio"/> Associate Dean
	<input type="radio"/> Dean/Director
	<input type="radio"/> OSJA Investigation (non-academic misconduct only)