UNC Pembroke Student Grievance Policy
Formal Statement of Authenticity

I, ____________________________ hereby pledge that I have written, to the best of my ability, (Student’s Name) 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 intent to deceive. 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’s 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 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 a non-participation observer will be brought to the hearing;
_____ 9. Sign the Statement of Authenticity Form, and;
_____ 10. List other documents attached to this Formal Grievance (i.e., witness statements, etc.)

A. ________________________________ C. ________________________________
B. ________________________________ D. ________________________________