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 **3.1,** *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 grievant 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 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 non-participating 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. C.

B. D.