



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. _____