I, ____________________________, ____________________ hereby pledge that I have
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. ________________________________