

NOTIFICATION OF STUDENT COMPLAINT

To: _____

From: _____

Date: _____

Student Name: _____

The above named student has filed a complaint against you. The filing of the complaint does not imply that any wrongdoing has occurred and you must not retaliate in any way against the student for having made a complaint.

The student's written complaint is attached to this notification.

I have scheduled a meeting for us to discuss the student's complaint:

Time: _____

Date: _____

Room: _____

* This notification should be sent by the Fact Finder (department chairperson or academic dean) within 5 days of the student's written complaint.