

**Formal Complaint Procedure**

Involvement & Engagement is committed to the fair treatment of students, faculty, staff and community members, and, additionally, open to comments and suggestions for improvement. This form is to be used related to incidents involving the following departments: ***Fraternity & Sorority Life, Student Activities, Student Governance, Student Organizations, and the Follett Student Leadership Center.***

Individuals are encouraged to initially seek a resolution directly with the groups and/or individual(s) involved. When that option is not feasible, the Formal Complaint Form can be completed and filed with Involvement & Engagement.  *For proper processing and routing of formal complaints, the Formal Complaint Form must be used.*

Although the information you provide will be treated with discretion, it is not confidential. This means Involvement & Engagement will not volunteer nor deny any of the provided information to law enforcement or other investigative body of the University. The information provided may be shared contingent on a need-to-know basis accordingly.

**Steps to formally file a complaint**

1. Please complete the form in its entirety with correct information to the best of your ability and knowledge.
2. Remit the completed form to the Involvement & Engagement office – attention SETH RESSL, Senior Director, in one of the following ways:
	1. Deliver in-person to the Involvement & Engagement Office – located in suite B160, Lower Level of the E.H. Hereford University Center (300 W. 1st St.)
	2. Send via University’s inter-office mail - Box 19348, or regular mail to:

Box 19348
Arlington, TX 76019

* 1. Scan and email to seth@uta.edu
1. You can expect a response via email or phone within 72-business hours to confirm that the formal complaint has been received.
2. Upon receipt of the complaint, the form is reviewed and forwarded to the appropriate office based on the information provided in the form.

For general questions, please contact the Involvement & Engagement office during business hours (Monday through Friday from 8 a.m. to 5 p.m.) at 817-272-2936, or email getinvolved@uta.edu.



 **FORMAL COMPLAINT FORM**

I am a  [ ]  Student [ ]  Staff [ ]  Faculty [ ]  Arlington Resident/Other

|  |  |
| --- | --- |
| *If student, please list your student ID number:* |  |

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| --- |
| **CONTACT INFORMATION** |
| First and Last Name: |  | Date: |  |
| Address: |  |
| City, State Zip: |  |
| Student ID: |  | Phone Number: |  |
| Email: |  |

|  |
| --- |
| **INCIDENT INFORMATION** |
| The name of the group, department or individual the complaint is being filed against: |
|  |
| Location of Incident: |  |
| Date and Time of Incident: |  |

|  |
| --- |
| **STATEMENT OF COMPLAINT** |
| Please describe in what happened. Please be as detailed as possible – including names of witnesses, departments, and/or groups involved. List any injuries or damage suffered and other relevant information.  |
|  |
| Please describe actions you have taken to resolve the matter – e.g. discussed with instructor, emailed the head of the department, etc.  |
|  |

*Please include any pictures, emails, reports or other evidentiary information along with this form as related to the incident.*

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| --- |
| **AFFIDAVIT** |
| I,  |  | , attest that the information and facts  |
| provided in this document are true to the best of my knowledge. |  |
|  |  |  |
| Complainant Signature |  | Date |

*For office use only:*

|  |  |
| --- | --- |
| **Complaint #** |  |
| **Received by Involvement & Engagement by:** |  |
| **Confirmation email sent to complainant by whom and date/time sent:** |  |
| **Signature:** |  |
| **Referred to:** | [ ]  Community Standards (Office of Student Conduct)[ ]  Relationship Violence & Sexual Assault[ ]  Office of the Vice President of Student Affairs[ ]  Equal Opportunity Services (Human Resources)[ ]  Fraternity & Sorority Life[ ]  University Police[ ]  Behavioral Intervention Program[ ]  University Attorney[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |