

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or U.S. mail to the appropriate administrator within **15 DAYS**. All complaints will be heard in accordance with FNG(LEGAL) and (LOCAL) or any exceptions outlined therein.

COMPLAINANT NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL: _____

CAMPUS: _____

1. IF YOU WILL BE REPRESENTED IN PRESENTING YOUR COMPLAINT, PLEASE IDENTIFY THE PERSON REPRESENTING YOU.

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

2. WHO HELD THE LEVEL ONE CONFERENCE? _____

DATE OF CONFERENCE _____

DID YOU RECEIVE A RESPONSE TO THE LEVEL ONE CONFERENCE? _____

3. PLEASE EXPLAIN SPECIFICALLY HOW YOU DISAGREE WITH THE LEVEL ONE OUTCOME.

4. PLEASE ATTACH A COPY OF YOUR ORIGINAL LEVEL ONE COMPLAINT AND ANY DOCUMENTATION SUBMITTED AT LEVEL ONE.
5. PLEASE ATTACH A COPY OF THE LEVEL ONE RESPONSE BEING APPEALED, IF APPLICABLE.

SIGNATURE OF COMPLAINANT _____

SIGNATURE OF COMPLAINANT'S REPRESENTATIVE _____

DATE OF FILING _____

COMPLAINANT, PLEASE NOTE:

A complaint form that is incomplete in any material way may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing a complaint or appeal.

Please keep a copy of the completed form and any supporting documentation for your records.