

STUDENT COMPLAINT FORM

Neumont College of Computer Science is committed to treating all members of our community fairly and respectfully. Any person directly aggrieved by an alleged violation of the Student Code or any faculty member, student, or staff member may submit an oral or written complaint to the Director of Student Affairs within 30 business days of the date of discovery of the alleged violation.

Director of Student Affairs Contact Information

Room 103

Email: corrine.padilla@neumont.edu

Phone: 801-302-2857

Fax: 801-302-2811

All complaints or reports of a possible violation of the Student Code are investigated by a conduct officer. Each individual identified as having information relevant to a conduct matter is provided an opportunity to make a statement of his or her thoughts, concerns, or questions regarding the investigation either through an interview with a conduct officer or the submission of a written statement.

Students, faculty, and staff against whom a complaint is lodged will also have the opportunity for an interview with the conduct officer and to submit written statements or supporting materials.

At the conclusion of the inquiry, the conduct officer shall determine whether there is a reasonable basis for believing that the respondent is responsible for a violation of the Student Code or school policies.

If the situation can be resolved through an informal remedy, that is the course that shall be pursued. If a formal remedy is required, the conduct officer will issue sanctions to students found to have committed a conduct violation. In the case that the respondent is a faculty member, staff member, administrator or otherwise employed by the school, the conduct officer will work with the Director of Human Resources to issue appropriate sanctions/disciplinary actions.

Sanctions are intended to provide an appropriate response to the student misconduct and a learning opportunity for the parties involved with the conflict. Sanctions may include, but are not limited to, a written reprimand, the imposition of a fine or payment of restitution, community service, probation, suspension or dismissal from the College. Suspensions and dismissals are reflected on a student's transcript.

Sanctions that require action on the part of the respondent will be assigned a deadline for completion and should be fully understood. Where appropriate, the conduct officer may grant a responding student's request for minor alterations to the sanctions (i.e. a deadline for completion could be extended due to mitigating circumstances).

Complainant Information	
Student Name:	
Date:	
Student ID Number:	
Email:	
Mobile Phone:	
Nature of the Complaint (Check one):	<input type="checkbox"/> Academic Misconduct <input type="checkbox"/> Non-Academic Misconduct <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Administration <input type="checkbox"/> Other (Please specify):
Respondent(s) Name(s):	

Complaint	
Description	
Policy Violated	
Proposed Remedy	