NEW BRUNSWICK
THEOLOGICAL SEMINARY

STUDENT COMPLAINT/GRIEVANCE FORM

Instructions: A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hinderance to his/her education. Students who have a complaint or grievance about their NBTS experience should complete this form and submit it to the Dean of Academic Affairs, the Director of Outreach and Student Care, the Title IX coordinator, or the President of the Seminary.

Note: if this complaint/grievance falls under the Title IX statute, send the form to the Title IX coordinator. Brief explanation of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

STUDENT INFORMATION	
NAME:	
ADDRESS:	**CITY/STATE/ZIP**
PRIMARY PHONE NUMBER:	**ALTERNATE PHONE NUMBER:**
EMAIL ADDRESS:	

COMPLAINT/GRIEVANCE INFORMATION *Retaliation against an individual filling a grievance is strictly prohibited.*
NAME OF INDIVIDUAL AND/OR DEPARTMENT AGAINST WHOM THE COMPLAINT/GRIEVANCE IS BEING FILED:
DESCRIBE YOUR COMPLAINT/GRIEVANCE IN DETAIL. INCLUDE DATE/S OF OCCURRENCE (BE AS SPECIFIC AS POSSIBLE). ATTACH ADDITIONAL SHEETS, ALONG WITH ANY DOCUMENTATION THAT WILL HELP DESCRIBE AND SUBSTANTIATE THE COMPLAINT. ARE THERE ANY WITNESSES WHO SHOULD BE INTERVIEWED? IF YES, LIST NAMES AND CONTACT INFORMATION.

STUDENTS ARE ENCOURAGED TO DISCUSS THEIR CONCERNS AND COMPLAINTS THROUGH INFORMAL CONFERENCES WITH THE APPROPRIATE PERSONS. HAVE YOU MADE AN ATTEMPT TO RESOLVE THIS COMPLAINT WITH THE INDIVIDUAL(S) INVOLVED? IF SO, PLEASE DESCRIBE WHAT HAPPENED. ATTACH ADDITIONAL SHEETS, IF NEEDED. ***NOTE: STUDENTS ARE NOT REQUIRED TO DISCUSS THE CONCERN IF HE/SHE BELIEVES THEIR PERSONAL SAFTEY IS AT RISK.***
WHAT OUTCOME DO YOU HOPE TO ACHIEVE AFTER THIS PROCESS? ATTACH ADDITIONAL SHEETS IF NECESSARY.

I UNDERSTAND THAT THE INFORMATION IN THE GRIEVANCE FORM WILL BE HELD CONFIDENTIAL TO THE EXTENT POSSIBLE. GRIEVANCE INFORMATION MAY BE SHARED WITH NBTS PERSONNEL IN ORDER TO CONDUCT A THROUGH INVESTIGATION. I UNDERSTAND THAT ANY MISREPRESENTATION OF INFORMATION MAY RESULT IN DISCIPLINARY ACTIONS, IN ACCORDANCE WITH NBTS POLICIES.

SIGNATURE:

_____**DATE:**_____