

Kansas State University
Student Governing Association
Judicial Branch

COMPLAINT FORM

Please print clearly with a pen or type the information on this form. Deliver this form to the Office of Student Activities and Services on the ground floor of the KSU Student Union. All complaints must be received no later than twenty (20) class days after the alleged misconduct occurs or is discovered. **You must get the certification box at the bottom filled out when you submit this form.** Please retain a copy for your records and refer to the SGA Judicial Code (available online at: <http://www.ksu.edu/osas/judicial4.htm>) for additional information on the judicial process.

Date: ____/____/____

<p>Complainant #1</p> Name _____ Address _____ _____ Telephone # _____ Signature _____ Date _____ <p>Complainant #2</p> Name _____ Address _____ _____ Telephone # _____ Signature _____ Date _____	<p>Complainant #3</p> Name _____ Address _____ _____ Telephone # _____ Signature _____ Date _____ <p>*Respondent*</p> Name _____ Address _____ _____ Telephone # _____
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Alleged Violation:

Source of Rule/Policy: _____
Text of Rule/Policy:

Evidence Summary:

Alleged Violation Occurred At:
Time: _____ a.m. / p.m. (Please circle one)
Date: _____
Place: _____ (Please specify a building or specific location)

For Office Use Only

This appeal request was received on the ____ day of _____, 20____, at _____ a.m. /p.m.,
at _____ (please specify building or office).

By: _____ (printed name) Title: _____

Signature: _____

Alleged Violation Description:

Please use a pen or type the description. Be as detailed and thorough as possible. Provide the information in an orderly and chronological manner. Please avoid using pronouns to describe people involved in this complaint. Attach additional information if necessary.

A Complainant or Respondent may request mediation or an administrative hearing by the Dean of Student Life or his/her designee to address any alleged violations of the Conduct Code, as an alternative to the default student judicial board hearing. All parties, including the Dean of Student Life or his/her designee, must agree to participation in the requested alternative in order for the alternative process to take place. If an agreement cannot be reached, this complaint will be referred to the Attorney General for disposition to the appropriate student judicial board.

For additional information please consult the KSU SGA Judicial Code or contact the Attorney General in the Office of Student Activities and Services at 532-6541.