Full name:               Phone 
Select Role: ___ Complainant        Star ID: 
                   ___ Respondent
                   ___ Witness
                   ___ Student of Concern
                   ___ Employee of Concern

Your position/title:

Your physical address:

Nature of this report:

___ Behavior/Physical conduct     ___ Safety/Security     ___ Vandalism/Theft     ___ Other

Date of incident:                  Time of incident:

Location of incident: __ Eveleth Campus    __ Virginia Campus     __ Housing     __ Off Campus

Specific location:

Questions:

Please provide a detailed description of the incident/concern using specific concise, objective language (Who, what, where, when, why, and how)

Supporting Documentation:
Photos, video, email, and other supporting documents maybe attached or provided as needed.
JUDICIAL PROCESS

Any student or staff member at Mesabi Range College may file a Complaint/Incident regarding College policy or a member of the college community as outlined in the Complaint/Incident Policy. Filling out a Complaint/Incident does not imply guilt, but rather documents the facts concerning the incident. The Dean of Students or designee will determine the procedure to be followed for non-academic matters once a Complaint/Incident has been received. The Dean of Academics of the college shall receive Complaints involving instructional matters. The goal of the Judicial Process is to handle the situation in the most efficient way possible, ensuring that everyone's rights are met throughout the process. Should the person be found in violation of College policy, appropriate sanctions will be imposed to ensure that the process is educational, rather than punitive.

PROCEDURE

1. Pick up a Complaint/Incident Form in the Student Services Office or online at the Mesabi Range College website under Students/Policies/Forms.

2. Fill out the form completely. Be very specific, listing person(s) involved, time, date and location of the incident.

3. Return the form to the offices of the Dean of Students or designee (non-instructional complaints) or Dean of Academics (instructional complaints).

4. Depending upon the nature/severity of the incident, the appropriate administrator will schedule meetings to talk to the person issuing the complaint and the person who is the subject of the complaint. If necessary, the parties may be brought together with the Dean of Students or designee or Provost, or a designee, acting as a mediator.

5. Records will be kept on all meetings and discussions and may be consulted should further incidents occur concerning the parties involved.

6. Written summaries/agreements to the parties involved may follow any discussion if appropriate.

Revised: November 2019