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Northeastern University

Office of Institutional Diversity & Equity Forms

Office of Institutional Diversity & Equity

August 04, 2004

Written response to statement of grievance form

Office of Institutional Diversity and Equity, Northeastern University

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Northeastern
UNIVERSITY

Written Response to Statement of Grievance
Office of Affirmative Action & Diversity

Section I: Personal Data

Name: _____ Daytime Phone: _____

Student: ___ Full-Time:___ Part-Time___ College: _____

Employee: ___ Date of Employment: _____ Full-Time: ___ Part-Time: ___

Department: _____ Position: _____

Address: _____

Section II: Notice of Grievance

Name of Grievant: _____

Your official relationship to Grievant (please check all that apply):

Instructor/Professor: ___ Supervisor: ___
Advisor/Counselor: ___ Coach: ___
Other (Please explain):_____

1. Have you received a copy of the Statement of Grievances? _____
   a. Date Received: _____
2. Were you informed of the allegations filed against you prior to your meeting with the Affirmative Action Office? _____
   If so, by whom? _____
   Approximate date? _____
3. What action(s), if any, did you take in response to the allegation(s) of the Grievant? What was the outcome?

4. Have you discussed the complaint with the Grievant? _____

   If so, who was present during this discussion? _____
   Approximate date(s)? _____

Section III: Written Response

If you prefer to write your response separately, please give as many details as possible. Since subsequent actions by the Affirmative Action Office will be based solely upon the incidents described in the Statement of Grievance, your Written Response may not be changed, modified, or augmented after it is submitted to the Affirmative Action Office.

Do you deny the allegation(s) of the Grievant? _____ Please explain below.

Section IV: Witness(es)

List the name(s) if known and/or other information which would lead to the discovery of name(s) of individuals who have knowledge of the Grievant's allegations:

Section V: Statement of Understanding

I have reviewed Northeastern University's Grievance Procedure for (check one) sexual harassment ____ discrimination ____ with a representative of the Affirmative Action Office and understand the terms and conditions contained therein. I hereby authorize the Dean of Affirmative Action, or his/her designee, to commence an investigation into the allegation(s) outlined above and in accordance with this grievance procedure.

_____
Signature

_____
Date

_____
Affirmative Action Representative

_____
Date