



# Northeastern

U N I V E R S I T Y

## 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)? \_\_\_\_\_

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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.

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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:

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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