

NBCCD Formal Student Complaint Form

Student Name:		Date:	
Program:		ID Number:	
Current Student	Former Student	(If so, what years?)	to
Did you follow the informal process ? Yes No			
<u>If "no" please provide rationale:</u>			

Grounds for Complaint – Check all that may apply:

Personal Harassment –
 Any objectionable or offensive behavior that is known or ought reasonably to be known to be unwelcome. It includes objectionable conduct, comment or display made on either a one-time or continuous basis that demeans, belittles or causes personal humiliation or embarrassment. Without limiting the above, personal harassment includes harassment within the meaning of the New Brunswick Human Rights Act, i.e., harassment on the basis of the following prohibited grounds of discrimination: race, colour, religion, national origin, ancestry, place of origin, age, physical disability, mental disability, marital status, family status, sexual orientation, sex, gender identity or expression, social condition or political belief or activity.

Abuse of Authority –
 Where an individual improperly uses the power and authority inherent in a position to endanger a student's academics, undermine the performance of a student, threaten the student's economic livelihood, or in any way interfere with or influence a student's academic career. It is the exercise of authority in a manner which serves no legitimate academic purpose and ought reasonably to be known to be inappropriate.

Sexual Harassment –
 Any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or a series of incidents, that might reasonably be expected to cause offense or humiliation or that might reasonably be perceived as placing a condition of a sexual nature.

Poisoned Classroom Environment -
 Characterized by an activity or behavior not necessarily directed at anyone in particular, that creates a hostile or offensive workplace. Examples of a poisoned environment include but are not limited to: bullying, graffiti, sexual, racial or religious insults or jokes, abusive treatment of a student and the display of pornographic or other offensive material.

NEW BRUNSWICK

COLLEGE OF CRAFT & DESIGN

457 QUEEN STREET TEL: (506) 453-2305
PO BOX 6000 TOLL FREE: 1-877-400-1107
FREDERICTON, NB FAX: (506) 457-7352
E3B 5H1, CANADA NBCCDRECRUITING@GNB.CA

Complaint Summary

Please summarize your complaint. Be concise, please keep summary to 1 page max when possible. Try to include timelines and specific details regarding your complaint, issue, or concern.

NEW BRUNSWICK

COLLEGE OF CRAFT & DESIGN

457 QUEEN STREET TEL: (506) 453-2305
PO BOX 6000 TOLL FREE: 1-877-400-1107
FREDERICTON, NB FAX: (506) 457-7352
E3B 5H1, CANADA NBCCDRECRUITING@GNB.CA

Was your complaint witnessed by anyone? Yes No If "yes" please attach " <i>Witness Incident Form</i> "
--

***Should you have additional documentation/evidence to support your complaint please attach them with your submitted documents. ***

I consent to the disclosure of the above information in this form to one or more of the following NBCCD representatives:

*Student Services Manager
Academic Dean
Associate Dean
College Director*

Signature:

Date:

Admin Only

Next Steps: _____

Date: _____

Initials: _____