



Associated Students of Boise State University
Complaint Form

According to Ethics Code Section V, Subset B #1: University Students, Staff members, and Administrators can file Complaints against any ASBSU Officer for violating ASBSU Code, the ASBSU Constitution, hir job description, or other governing documents.

If the above applies, you may continue with the instructions on how to fill out this form. When submitting a complaint, the accuser (hereafter known as the complainant), cannot remain anonymous to the Ethics Officer. Your name(s) must be attached to this form, as well as the Defendant(s)'s you wish to make the complaint about. Your identity can remain anonymous, if you so choose, in the actual trial if it commences. Filling out the rest of the form is incredibly simple. List all names relevant, the date you or your party filled out the information, the date the event leading to the complaint occurred, the specific lines of code broken and then the rationale. This is the section where you are to explain in detail your grievances and how they pertain to a breach of code. You also have the right to submit any additional documents you believe strengthen your case, if you mention them in your rationale please make it clear which document you are mentioning. How to attach them will be explained in the next paragraph.

Your next step will be to return this form to the Ethics Officer via email, in person, or to the Student Involvement and Leadership Center front desk. If left with the front desk, please let them know who it should be delivered to. If found on the ASBSU Website, copy and paste this document onto a word document or email. If emailed, please title the email "ASBSU Complaint", which is at the bottom of this page. Please add no additional rationale based information into the email, but rather just let the Ethics Officer know what is attached in addition to this form. Once this form is received, you will receive an email notifying you of your next steps.

If the complaint is about the Ethics Officer, this form may be emailed to the Vice President of ASBSU. The proper steps will then be taken to make sure the process commences ethically without a conflict of interest.

To submit or if you have any questions as to how to fill out this form, my email is:

Reeganjacobson@boisestate.edu

Defendant:

Complainant:

Date Filled Out:

Date Breach Occurred:

Code Breached:

Rationale:

Everything below is to be filled out by the Ethics Officer:

Complaint #

Date Received:

Date Defendant Notified:

Hearing Date:

Additional Comments:

Hearing Proceedings and Notes:

Defendant Notes:

Complainant Notes:

Sanctions Discussed: