

Trine University

RESPONDENT'S STATEMENT

(Response to a **Notice of Complaint**)

An individual named in a **Notice of Complaint** is asked to complete a **Respondent's Statement**. Completion of Part II of the statement is **optional**, but it is encouraged since it may be helpful in resolving the situation described in the complaint without formal adjudication.

Name of Respondent: _____

Response to the Complaint of: _____

Date Response is Required: _____

Allegation: _____

Part I:

In response to the complaint referred to, I state the following is indicated by my initials below:

_____ I agree completely with the complaint.

_____ I agree with some of the allegation(s) made in the complaint, but it is not accurate in its entirety.

_____ I disagree completely with the allegation(s) made in the complaint.

Part II.

Beginning on the next page, please provide an explanation of your response in Part I.

Signature of the Respondent: _____

Date Signed: _____

*Class Year: _____

*Phone: _____

*Local Address: _____

*NOTE: A copy of this Respondent's Statement will be given to the complaining Party. Omit these items if you do not want this information disclosed.

