

Complaint Form
(Complaints Against the Commission or Commissioners)

For NACCAS Use Only: Ref. # _____

Instructions: Please type this form. It must be signed and mailed to the chairman of the Commission and the director of the Government Relations and Legal Department of NACCAS. The name and address of the chairman are posted on NACCAS' web site at www.naccas.org under Directory of Commissioners. The name and address of the director of the Government Relations and Legal Department are posted on NACCAS' web site at www.naccas.org under Staff Directory. If the complaint is about the chairman, please mail your complaint to the first vice chair, also listed on the web site.

Date: _____

Date Received: _____

Name of Complainant: _____

Affiliation of Complainant: _____

Instructions: Under affiliation, list the schools you own, or your status as a NACCAS evaluator, instructor at an accredited institution, vendor, or similar affiliation.

Description of incident or situation giving rise to the complaint:

Instructions: On a separate sheet or sheets of paper type your description of the incident or situation giving rise to this complaint. Include dates. Include the name or names of the Commissioner or Commissioners against whom the complaint is being lodged. If the complaint is against the Commission itself, please state this.

Describe the actions taken by the Commissioner(s) or the Commission which are the basis of this complaint. Include dates. If your complaint alleges that there have been violations of the Code of Ethics, specify the provisions in the Code of Ethics which you believe have been violated. If your complaint alleges that there have been violations of due process, specify the actions or conduct which you believe constitute a violation of due process. The Code of Ethics is at the end of NACCAS' By-Laws published in the NACCAS Handbook and on the web site at www.naccas.org.

List all witnesses. Include names, addresses, and telephone numbers. If you have e-mail addresses and fax numbers for witnesses include them as well.

Please attach copies of all relevant correspondence and other documents or materials supporting the allegations of this complaint, together with a list of the documentary evidence you are attaching.

Sign and date this page and also sign and date the end of the attached description.

I hereby submit a complaint in accordance with Article XX of NACCAS' *By-Laws*. I understand that if the independent panel that hears this complaint dismisses the complaint or I otherwise lose the complaint, or it determines that I am at fault or share the fault with the complained-against party, I may be subject to costs or other requirements imposed upon me by the independent panel.

Signature_____
Date

Typed name: _____

Tel.: _____

Typed Address: _____

Fax: _____

e-mail: _____