

STUDENT COMPLAINT FORM

Student Name: _____ *ID #* _____

Student Phone #: _____ *Major* _____

Initially, the student who is considering submitting a complaint, or complainant, should attempt to resolve the concern directly with the appropriate faculty member, staff member or student. If the complainant is not satisfied or not willing to address the issue with the individual, a student complaint form must be completed and submitted to the department chair (for faculty member), the director (for staff member) or to the dean of student services (for student or policy).

The office of the dean of student services or the instructional deans' offices can provide the complainant with any information needed to complete this process. The policy and process can also be found in the College Catalog appendices, page 233.

Concern			
Date of Incident		Time	
Location			
DESCRIPTION			
ACTION TAKEN			

Student

Date Submitted