



Student Complaint Form For Department-Level Academic Complaints

In order to address and seek resolution to complaints in a timely manner, all students are encouraged to address their complaints initially with their instructor. In the event that the informal resolution process does not result in a satisfactory student outcome, he/she may complete a formal written complaint and submit it to the department chair. Formal complaints are to be submitted no later than the end of the semester for which the concern in question arose. Students are required to address the following outline in their written complaint. The student also has the option to submit his/her complaint in a separate, narrative document. This narrative document must be signed by the student and dated.

TO BE COMPLETED BY STUDENT:

Name: _____

Student ID Number: _____

Current Phone Number/E-mail: _____

1. **Specific Action or Decision Involved in the Dispute:** (Describe the concern you wish addressed).

2. **Consequences of the Action or the Decision:** (How has this action impacted you?)

3. **Resolution Sought:** (What outcome do you desire?)

4. **Rationale for Resolution.** (Why is this outcome important to you?)

Student Signature: _____

Date: _____