

Department of Education Student Issues/Concerns Form for Faculty

This form is intended to be used to document an informal complaint resolution process. Should the process not result in a satisfactory resolution, the student has the option to complete a formal written complaint using the *Student Complaint Form For Department-Level Academic Complaints* and submit it to the Department Chair no later than the end of the semester for which the concern in question arose. Please refer to the *Student Appeal and Complaint Procedures* noted on the Department of Education website and in the Education Majors Handbook.

Student Name:	
Date issue/concern was raised:	Concern was raised via (check which one applies) <input type="checkbox"/> Meeting <input type="checkbox"/> E-mail <input type="checkbox"/> Other
Name of person to whom the concern was presented:	
Students' Advisor:	

Description of issue and/or concern:

Resolution of action(s) taken:

Follow-up needed:

Reported by: _____

Date: _____

Note: Concerns raised that impact program quality or services to students should be reported to the Department Chair. Should any follow-up be needed to bring closure to the issue and/or concern, it should be documented in this report. Student issues/concerns reports will be analyzed by Department of Education Professional Program Committee for the purpose of improving unit operations.