



STUDENT COMPLAINT FORM

Instructions: Complete this form if efforts to resolve a complaint (other than a grade dispute) with an individual, or that person's supervisor, were unsatisfactory. Submit the form to the Dean of Student Services. The student will receive a written response to the complaint within 10 business days.

STUDENT INFORMATION	
Student Name:	Today's Date
Address:	City, State, Zip:
Student ID Number:	Semester & Year:
Cell Phone Number:	Email Address:
Home Phone Number:	Work Phone Number:
Name of Individual and/or Department Against Whom the Complaint is Filed:	
COMPLAINT INFORMATION	
Describe the complaint in detail; be as specific as possible. Use the back of this form for additional comments. Attach any documentation that will help to describe and substantiate your complaint.	
I have attempted to resolve this issue with the person involved. <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, describe the outcome)	
What is your desired resolution to this complaint?	

I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions as stipulated in the Student Code of Conduct.

Your Signature	Date
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