

Appendix F: Student Complaint Form

All students will be notified within two (2) business days that a complaint has been received.

Student Name: Click or tap here to enter text. Student ID: Click or tap here to enter. Phone Number: Click or tap here to enter text. Email: Click or tap here to enter text. Date: Click or tap here to enter text.

Nature of complaint (please select):

- Student Rights Violation
- Academic (please specify the subject of the academic complaint)
 - Academic Grievance
 - Academic Staff/Supervisor/learning environment
 - Program/course content
 - Academic Misconduct Grievance
- Non-Academic Misconduct Grievance

Students are encouraged to discuss their concerns and complaints via informal conferences with the appropriate administrator or Academic Staff member.

Have you attempted to resolve your complaint? Yes No

If yes, please provide any evidence of resolutions steps (include dates, times, names, etc.):

Click or tap here to enter text.

Summarize the nature of your complaint using factual information in your narrative. You may attach an additional sheet of paper if needed:

Click or tap here to enter text.

Specify the outcome being sought:

Click or tap here to enter text.

With any additional comments, please attach a separate sheet to this form.

I hereby declare the information on this form is correct, true, and complete to the best of my knowledge. I understand that any misrepresentation of the information may result in disciplinary action in accordance with the Student Rights and Responsibilities Policy.

Student Signature: _____ Date: Click or tap here to enter text.