

Student Complaint Form for College-Level Academic Complaint

To address and resolve complaints as quickly as possible, all students are encouraged to address their plaints initially to the office responsible for overseeing the immediate area causing the concern. In a situ stu sho foll а sep

inplaints initially to the office responsible for overseeing the immediate area causing the concern. In Juation where the informal resolution process does not result in a satisfactory outcome for the ident, he/she may submit a formal written complaint to the chair of the department. The complaint build be submitted no later than the end of the semester for which the matter in question arose. The lowing outline must be followed in the written complaint. The student may submit the complaint in parate, narrative document, but it must be signed and dated.	
1.	Specific Action or Decision Involved in the Dispute: (Describe the problem you wish to address).
2.	Consequences of the Action or the Decision: (How has this action impacted you?)
3.	Resolution Sought: (What is your desired outcome?)
4.	Rationale for Resolution. (Why is it important to have this outcome?)