WINTHROP UNIVERSITY

COLLEGE OF VISUAL AND PERFORMING ARTS

Student Complaint Form For College/Department-Level Academic Complaints

To address and resolve complaints as quickly as possible, all students are encouraged to address their complaints initially to the office responsible for overseeing the immediate area causing the concern. In a situation where the informal resolution process does not result in a satisfactory outcome for the student, he/she may submit a formal written complaint to the chair of the department. The complaint should be submitted no later than the end of the semester for which the matter in question arose. The following outline must be followed in the written complaint. The student may submit the complaint in a separate, narrative document, but it must be signed and dated.

- 1. Specific Action or Decision Involved in the Dispute: (Describe the problem you wish addressed.)
- 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?)

Student Signature

Date