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| **Form A**  **OFFICIAL STUDENT COMPLAINT** |
| What kind of complaint are you addressing? Academic Non-Academic |
| ***Please check one:*** Student Parent \_ Visitor Prospective Student |
| Name \_Student Number (if applicable) |
| Address |
| City \_ State ZIP |
| Cell ( ) E-mail |
| ***Please check which type of complaint:*** |
| ***INFORMAL COMPLAINT*** The Informal Grievance is where a student complaint should be resolved by filing a Student Grievance form (Informal Complaint) on an informal basis. The Student Grievance Form should be filed with his or her instructor, department chair, campus director, and/or the appropriate dean. |
| Description of Complaint, including Name(s) or Office(s) |
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| Informal Findings |
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| Student Signature Date |
| Official Signature Date |
| ***Where this process does not result in a resolution of the grievance, the student may proceed to the Formal Grievance procedure.*** |
| ***FORMAL COMPLAINT*** The Formal Grievance is filed when a student cannot resolve his or her complaint informally. The student must file a Student Grievance Form (Formal Complaint) in the office of the appropriate dean. |
| What are you requesting that this office do to assist you? |
| Student Signature Date |
| Official Signature Date |
| ***Return the completed and signed form to the campus director or dean on your campus.*** Revised August 2015 |