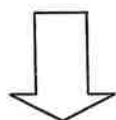
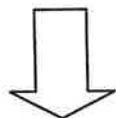


INSTRUCTOR COMPLAINTS

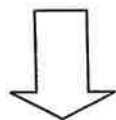
The first step is to resolve the issue with your instructor.



Then, if unresolved speak with the Department Chair.



If still unresolved contact the area Dean for an appointment. *



If still unresolved contact the office of the Campus Ombudsperson for an appointment.*

* see reverse side for contact information

STUDENT COMPLAINT
FORM

DATE: _____

STUDENT NAME: _____
(last) (first)

ADDRESS: _____

CITY & ZIP CODE: _____

E-MAIL ADDRESS: _____

STUDENT ID. No. _____ - _____

TELEPHONE NUMBER HOME () _____

WORK () _____

I HAVE TALKED WITH : THE INSTRUCTOR (check) NAME: _____ THE DEPARTMENT CHAIR NAME: _____ THE DEAN NAME: _____

TYPE OF COMPLAINT: GRADE INSTRUCTOR SERVICES LEARNING ENVIRONMENT FACILITIES

COMPLAINT DESCRIPTION:

DATE OF INCIDENT/OCCURENCE (if applicable): _____ Time of incident: _____

WITNESSES (if applicable): _____ Place of incident: _____

PLEASE DESCRIBE WHAT HAPPENED: _____

(continue on reverse side)

ACTION / REMEDY REQUESTED BY STUDENT:

(students name - please print)

(students signature)

Complaint taken by:

(name - please print)

_____ (date) _____ (time)

DATE _____ ACTION TAKEN BY ACADEMIC AFFAIRS: _____

Distributed copies to: Vice President Administrative Services Student Services Department Chair _____
(check) (Name and Dept Name)

COMPLAINT DESCRIPTION:

DATE OF INCIDENT/OCCURENCE (if applicable): _____

Time of incident: _____

WITNESSES (if applicable): _____

Place of incident: _____

PLEASE DESCRIBE WHAT HAPPENED (attach another page if necessary): _____
