

## Complaint Form

Related to 1.4.2 Complaints about Service, Instruction and Employees policy.

Use this Report to describe the details of your complaint and provide as many details as possible and include any documentation as needed to support the complaint.

Students are encouraged to speak with an academic advisor for advice prior to submitting the form.

### Student Information

Student ID Number: \_\_\_\_\_ Date: \_\_\_\_\_

(Month/Day/Year)

First and Last Name (print): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Complaint Information

Program of Study/Department: \_\_\_\_\_

Course (if applicable): \_\_\_\_\_ Semester: \_\_\_\_\_

Nature of the Complaint:

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## Complaint Form

Actions Taken to Resolve the Complaint:

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Requested Solution:

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**FOR OFFICE USE ONLY**

Outcome:

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\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date