Student Complaints Procedure

Whenever possible, complaints should be raised with the person or department directly involved. If you are unable to resolve your concern, you should complete this form.

NAME_____

BANNER ID_____

DATE_____

PHONE_____

EMAIL_____

YOUR COMPLAINT:
Please briefly describe below the main points of your complaint.

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SUPPORTING DOCUMENTS:
Please attach any supporting documents you may have to support your complaint.

WHAT HAVE YOU DONE TO RESOLVE YOUR COMPLAINT?
Explain briefly what steps you have taken to resolve your complaint. If you have not attempted to resolve your complaint in the originating department, it will be referred to the relevant department for resolution. Specify the dates and the persons to whom you made the complaint.

REMEDY:
What would you like done about your complaint? Explain briefly what you might consider to be a satisfactory resolution/remedy to your complaint.

DISPOSITION:
Action taken

INVESTIGATOR:_____ **DATE:**_____