



# Academic Student Complaint Form

Name of Student filing complaint \_\_\_\_\_

Permanent Address \_\_\_\_\_

Student ID# \_\_\_\_\_ Student Phone number \_\_\_\_\_

Resident     Commuter (please check one)    Student email address \_\_\_\_\_

*Description of complaint (include date/time/location/details of incident/others involved)*

*What attempts, if any, have been made to resolve the issue?*

*What is your desired outcome? (there is no guarantee that your desired outcome will be reached)*

Student Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

*continued*

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**Administrator receiving the complaint completes all items below this line.**

Signature of Administrator reviewing complaint \_\_\_\_\_

Date response sent to student \_\_\_\_\_

*Brief summary of resulting action*