Richard W. Riley College of Education

Student Complaint Form For College-Level Academic Complaints

To address and resolve complaints as quickly as possible, all students are encouraged to address their complaints initially to the office responsible for overseeing the immediate area causing the concern. In a situation where the informal resolution process does not result in a satisfactory outcome for the student, he/she may submit a formal written complaint to the chair of the department. The complaint should be submitted no later than the end of the semester for which the matter in question arose. The following outline must be followed in the written complaint. The student may submit the complaint in a separate, narrative document, but it must be signed and dated.

Student Signature	Date
4. Rationale for Resolution. (Why	is it important to have this outcome?)
3. Resolution Sought: (What is you	ir desired outcome?)
2. Consequences of the Action or	the Decision: (How has this action impacted you?)
Specific Action or Decision Invo addressed).	olved in the Dispute: (Describe the problem you wish