

Richard W. Riley College of Education

Student Issues and Concerns Report Form for Faculty

The purpose of this form is to document the informal complaint resolution process. If this process does not result in a satisfactory resolution, the student may submit a formal written complaint using the *Richard W. Riley College of Education Student Complaint Form*.

Student Name: _____

Date concern was raised: _____ **Concern raised via:** meeting ____ email ____ other ____

Person to whom the concern was presented: _____

Student's advisor: _____

Description of issue or concern:

Resolution or action/s taken:

Follow-up needed:

Reported by: _____ **Date:** _____

Note: Effort should be made to report all concerns raised that impact the quality of our programs or services provided to students. Any follow-up needed to bring closure to the matter should be pursued and included in the report. Reports of student issues/concerns will be analyzed by Dean's Council according to category of concern for the purpose of improving unit operations.