Academic Complaint Form

Student Name _____

Social Security Number_____

Address _____

Telephone (Home) _____ (Work) _____

Date Complaint Filed_____

Instructor Named in Complaint_____

Course Code and Section Number_____ Semester _____

Student's Signature _____

Return completed complaint form to the instructional dean.

Description of Complaint

The student complaint must include, but is not limited to, the following elements:

1. The nature of the complaint
2. The facts on which it is based
3. The alleged violation
4. The relief requested

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Use additional paper if necessary. Attach additional information to this form.

Students must initiate the complaint procedure within 20 college days of the occurrence of the action being grieved. A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holiday recognized by the college.

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