
Student Complaint Form (Informal Process)

Information and assistance in completing the complaint form may be obtained from the Ombudsperson in the Student Affairs Office. When completed it should be presented to the appropriate faculty, staff person or administrator.

Student Name _____ SID _____ - _____ - _____

Local Address _____

Telephone _____ Email _____

Complaint _____

Remedy sought _____

Timeline, Signature and Dates

Source of Complaint (Faculty/Classified/Administrative)

Name _____ Contact Date _____

Title _____ Signature _____

Proposed Remedy _____ Date _____

Immediate Supervisor/Department Chair

Name _____ Contact Date _____

Title _____ Signature _____

Proposed Remedy _____ Date _____

Ombudsperson

Name _____ Contact Date _____

Title _____ Signature _____

Proposed Remedy _____ Date _____
