Student Complaint Proce...

Formal Complaint Form

The purpose of the Student Complaint Procedure ... undergraduate ... formal academic setting ... provision available ... the ... procedures may ... being heard.

Students must attempt to resolve complaints informally. If the issue is not ... the student may contact the Department Chair ... where the Chair is the subject of the complaint ... to which the chair is assigned ... days of the action from which the complaint rises ... Dean has the discretion to accept a complaint file...

Date ____________ Student Name (Please Print) ____________

UIN ______________________ Faculty Name ______________

Subject and Course Number ______________________________

Detailed description of the nature of the complaint

Detailed description of attempts at informal resolution

Detailed description of relief sought (attach additi...

Submit this form and all supporting documentation to the ... instructor ... should be ... copy ... documentation ...

The Chair/Dean ... investigate the complaint ... business days ... student ...

If there are any questions about the Student Complaint Procedure, the complete ... found in Graduate or Undergraduate Catalog

Student Signature ______________________________

Complaint Received by: ____________ Name ____________ Dept ____________ Date ____________