



## STUDENT COMPLAINT FORM

In a situation where you have talked to a faculty or staff member about a problem in the Teacher Education Program that has not resulted in a satisfactory outcome, you may submit a formal written complaint on this form to the Chair of the Department of Education. The complaint should be submitted preferably before, but no later than the end of the semester for which the matter in question occurred. If this process does not yield satisfactory resolution, you may then appeal the decision of the Department Chair to the Associate Dean of Academic Affairs, Dr. Timothy Elston.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Best Way to Contact You: \_\_\_\_\_

**1. Description of issue or concern:**

**2. Action(s) you have taken prior to filing this complaint:**

**3. Suggested solution to the problem (what you would like to see happen):**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Do not write below this line

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**4. Response to complaint:**

\_\_\_\_\_  
Department Chair's Signature

\_\_\_\_\_  
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 the Teacher Education Committee according to category of concern for the purpose of improving unit operations.