

STUDENT AFFAIRS
Complaint/Grievance Form

Student Affairs attempts to serve all students on an individual basis. We realize that students sometime have complaints about administrative offices, personnel, or procedures. If you would like to have a complaint reviewed, please complete this form and turn it in to Dr. Debra Faust, Vice President for Student Affairs/Dean of Students, FSU 237. All supporting documentation must be attached to this form at the time it is filed. Additional information may be requested as necessary.

1. _____
Last First MI ID#
2. _____
Preferred Method of Contact
3. Student Classification _____ Major: _____
4. Basis of Complaint: Harrassment _____ Discrimination _____ Unfair Action/Violation of Rights _____
5. What was the date and time of occurrence and what specific behavior, condition, or violation of policy or procedure occurred which you consider discriminating, harassing, unfair, or violated your rights? How have you been adversely affected by this situation?

6. Please give the names and contact information of witnesses or persons who have knowledge of the Complaint/grievance:

7. What specific action have you taken to follow the guidelines for informal resolution as outlined in the Student Complaints/Grievance Procedure section in The Pinnacle, the student handbook?

8. What do you request or propose as a solution to this problem? _____

I hereby certify that I have read the information contained in this complaint and that all of the information I have given is true and complete to the best of my knowledge. By signing this complaint form, I am giving permission for authorized staff to review my student records as they pertain to this complaint.

Signature: _____ Date: _____

Students are advised that complaints about grades, classroom policies and procedures, and other institutional issues are specifically related to faculty decisions about academic requirements. A student concern with a faculty member's decisions must be reviewed through the academic division, not through Student Affairs.