FORMAL COMPLAINT FORM

Student Name [if known*] (Please print entire name clearly)

Semester / Date

PROGRAM DEFINITION OF FORMAL COMPLAINT

Formal complaints address issues that indicate a substantial failure of the program to fulfill its mission.

Program inadequacies worthy of formal complaint would include such things as unreasonable grading / placement / promotion decisions, inappropriate curricular choices, failure to deliver effective instruction by qualified faculty, failure to provide essential student services, incomplete or inadequate communication, unsound program administration, and failure to comply with program or university policies on such issues as student privacy, discrimination, etc. A formal complaint usually deals with issues that have caused or could cause academic, physical, psychological, or financial harm to one or more students. The harm is either severe or indicates a pattern of disregard for student wellbeing on the part of the program or individuals acting on its behalf.

1. Describe the Complaint (Please include all relevant details. Attach additional sheets and/or documentation if necessary):

2. Explain how one or more student was harmed as a result:
3. **Describe the action(s) you would like the program to take as a result of this complaint:**

_____________________________________________  ___________________________________

Signature of person filing form  Date

**Please refer to the Student Handbook to see the process for responding to your complaint and for an explanation of all your options.**

**Steps taken to investigate the complaint:**

_____________________________________________  ___________________________________

Signature of Investigating Administrator  Date of complaint resolution

**Findings:**


**Resolution of the complaint / Notification of Complainant:**

_____________________________________________  ___________________________________

Signature of Investigating Administrator  Date of complaint resolution

**Received by**  Date:

____ ELI Coordinator

____ OIP Director

**Steps taken to investigate the complaint:**


