



### ACADEMIC DIVISION STUDENT COMPLAINT FORM

**INSTRUCTIONS:** This form is completed by the Department Chair or Division Dean (or their designees). The form is used to **document** the process and outcome regarding resolution of a *student's complaint that is of an academic nature with a faculty member in whose class the student is currently enrolled*, in accordance with the [Student Academic Complaint Procedure](#). This form is used after the student has attempted to resolve the complaint directly with the faculty member.

STUDENT INFORMATION		
Student Name:		Method of Contact: <input type="checkbox"/> in person <input type="checkbox"/> phone <input type="checkbox"/> email
LOLA #:	Phone:	Email:
Course, Number, and Section:		
Instructor:		
Date of Complaint:		
Description of Complaint: <i>(Write a Summary of the Complaint. Indicate if attachments are included.)</i>		
Resolution Being Sought: <i>(Describe the resolution/remedy being sought.)</i>		
DEPARTMENT CHAIR OR DESIGNEE COMPLETES THIS SECTION		
Resolution Process/Outcome Statement: <i>(Describe resolution process, next steps offered to student, and outcome.)</i>		
DIVISION DEAN OR DESIGNEE COMPLETES THIS SECTION (IF APPLICABLE)		
Resolution Process/Outcome Statement: <i>(Describe resolution process, next steps offered to student, and outcome.)</i>		

**DISPOSITION** (Date \_\_\_\_\_):

\_\_\_\_\_ Complaint resolved at Department Chair Level. Dept. Chair/designee's initials: \_\_\_\_\_

\_\_\_\_\_ Complaint resolved at Division Dean Level. Division Dean/designee's initials: \_\_\_\_\_

\_\_\_\_\_ Complaint not resolved. Student referred to College Level process. Division Dean/designee's initials: \_\_\_\_\_