

# General Student Complaint Form

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Please note that all complaints will be kept confidential from the public. If the student agrees to participate in conflict resolution, then the Student Services Coordinator or Dormitory Supervisor, depending on the type of matter, will serve as the liaison to address the concern and promote reconciliation and understanding between the aggrieved party and the defendant.

If the matter is not related to coursework or campus life, then the Student Services Coordinator will take the appropriate measures in handling the complaint securely, responsibly, and respectfully.

For any Title IX sexual harassment cases, please see the Title IX Coordinator.

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## Section 1: Personal Information

Your Full Name \_\_\_\_\_ Student ID #: \_\_\_\_\_

Expected Year for Graduation: \_\_\_\_\_

Preferred Method of Contact:  Phone \_\_\_\_\_  Email \_\_\_\_\_

Date:

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## Section 2: Information about the complaint

Is the complaint about  Coursework  Campus Life

Is it against a  Student  Faculty  Staff  Other: \_\_\_\_\_

First date on which the event/s or issue/s occurred:

Name(s) of the person(s) involved:

Please describe the complaint in detail. Include the names of persons, locations, and dates involved. If this complaint is against specific person(s), please list their names and titles. (For additional space, feel free to use the space on the back of this page).

What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired.

What resolution would you consider fair? What resolution do you seek?