



Student Complaint Procedure Formal Complaint Form

The purpose of the Student Complaint Procedure is to serve the needs of graduate and undergraduate students who have a complaint regarding faculty conduct in the classroom or other formal academic settings. Complaints should only be filed using this procedure if there is no other provision available. *Failure to follow the appropriate procedures may result in the complaint not being heard.*

Students must first attempt to resolve complaints informally. If the issue is not resolved informally, the student may contact the Department Chair or Program Director if there is no Chair. In instances where the Chair is the subject of the complaint, the student should contact the Dean of the College to which the chair is assigned. The student must file this formal complaint form within 30 business days of the action from which the complaint rises or the complaint will be barred. The Chair or Dean has the discretion to accept a complaint filed after this deadline for good cause.

Date _____ Student Name (Please Print) _____

UIN _____ Faculty Name _____

Subject and Course Number _____ Date of Incident _____

Detailed description of the nature of the complaint *(attach additional documentation if needed)*

Detailed description of attempts at informal resolution *(attach additional documentation if needed)*

Detailed description of relief sought *(attach additional documentation if needed)*

Submit this form and all supporting documentation to the Chair of the department in which the instructor was teaching (submit to the Dean if the instructor was the department chair). Students should keep a copy of this form and all documentation and attachments for their records.

The Chair may designate a faculty member to investigate the complaint. The person investigating the complaint will meet with the student and the person who is the subject of the complaint within 10 business days from the filing of the complaint. The decision should be issued in writing to the student and the faculty member within 20 business days of the date the complaint is filed. If the student is not satisfied with the resolution, they may file a formal appeal with the appropriate academic Dean.

If there are any questions about the Student Complaint Procedure, the complete procedure can be found in the [Graduate](#) or [Undergraduate Catalog](#).

Student Signature _____

Complaint Received by Name _____ Dept. _____ Date _____