

**COURSE COMPLAINT FORM**

**(For issues NOT related to final course grades)**

Student Name

Student ID Number

Telephone Number(s)

E-mail

Name and Number of Course

Instructor Name

Date of Complaint

Concise statement of the complaint:

Signature Date

1. Attach copies of relevant documents, if needed
2. Submit this form to the faculty member, and then the department chairperson (if the complaint is not resolved), and then the Dean of the College (if the complaint is not resolved by the chairperson).

Faculty Member comments:

Faculty signature Date

Department Chairperson comments:

Department Chairperson signature Date

Dean of the College comments:

Dean of the College signature Date

