

STUDENT COMPLAINT FORM

SUBMIT TO: EXECUTIVE DEAN OF ENROLLMENT MANAGEMENT, LOWER LEVEL STUDENT SERVICES BUILDING

Students should attempt to resolve concerns informally before filing a complaint. Any student may file a complaint concerning any campus issue and seek follow through with the appropriate employees or administrators. For more information regarding the student complaint process please see the WC Catalog, Student Handbook, or visit with a college faculty or staff member.

Name _____ Date _____

Student ID or Social Security Number _____ Email _____

Address _____ Phone (day) _____

Complaint filed with _____

Describe the nature of your complaint. (Be factual; include names, dates, and other specific information. Describe actions you have taken to resolve the issue, e.g., discussed concern with instructor. Use reverse side if necessary. Please attach copies of any documents that support the complaint.)

Response requested: Yes No

I want Administration to be aware of the situation: Yes No

I want to meet with persons involved and with Administration: Yes No

Other (Please explain): _____

Student Signature _____ Date _____

Administrator's notes on follow-up: (Use reverse side if necessary.)

Administrator Signature _____ Date _____