

## STUDENT COMPLAINT FORM

SUBMIT TO: EXECUTIVE DEAN OF STUDENT SERVICES, UPPER 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 policy please see the WC catalog, or review the policy online at [www.wc.edu/students](http://www.wc.edu/students).

Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID or Social Security Number \_\_\_\_\_ E-mail \_\_\_\_\_

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 \_\_\_\_\_