



STUDENT COMPLAINT/INCIDENT FORM

Your concerns are important to us. The student complaint form is for students to share information regarding a concern or complaint that they may have regarding an office on campus or an encounter with a college employee. Fill out the form and use the submit button to email your incident report to the Dean of Student Services office or submit a printed copy at the Student Services building, Admissions & Records office. The Dean of Student Services will contact you within a few business days of receiving the form.

Student ID# _____ Date of Birth: _____

Last Name: _____ First Name: _____

Today's Date: _____

CONTACT INFORMATION:

Daytime Phone Number: _____ Email: _____

Date/Time of the incident: _____ Did this incident occur: **On** campus **Off** campus

Did the incident include: _____ Students _____ Faculty _____ Staff _____ Other *(Please choose one)*

Name the individual(s) involved:

INCIDENT SUMMARY: (If more room is needed, please attach a separate sheet of paper)

If witness were present, please list all name(s) and contact information:

Has this incident occurred before? Yes No

If so, please provide details of the previous occurrence:

Have you attempted to resolve this issue before filling the complaint? Yes No

If yes, what were the results?

What is the desired resolution you are seeking for this incident?

Student Signature: _____ Date: _____

OFFICE USE ONLY

Administrator Name: _____ Date: _____

Administrator Signature: _____

Administrator's notes: (Use separate sheet if necessary) _____

**CC: DEAN OF STUDENT SERVICES
COPY: STUDENT**

Updated 08/21/2018