

Student Name:

ID#:

STUDENT'S WRITTEN DESCRIPTION OF THE FORMAL COMPLAINT

Please carefully answer all of the following questions since your responses will determine the disposition of your complaint. Attach additional written statements/artifacts to your email submission.

What is the date on which you will submit your written complaint to the Discipline Associate Dean or Assistant Administrator (based on the course the complaint is affiliated with)?

Date: **Associate Dean:**

Clearly describe your concerns.

Clearly describe the events that led to your concerns.

Clearly state what you seek as a resolution to your concerns.

Clearly state why you feel you are justified to get the desired resolution.

Student Signature _____

Associate Dean's Signature _____ Date Rec.: _____

WHAT HAPPENS NEXT:

- 1) The faculty member against whom the complaint has been filed will be given an opportunity to respond in writing.
- 2) Based on your submitted complaint and other relevant material, the **Discipline Associate Dean** may make a decision on the matter or refer the complaint to a campus Academic Complaint Appeal Committee for a recommended resolution. If that is the case:
 - a. The campus Academic Complaint Appeal Committee will be convened within two weeks of the filed complaint.
 - b. The campus Academic Complaint Appeal Committee shall forward its written recommendation within 72 hours of the close of its deliberations to the **Discipline Associate Dean**.
 - c. The **Discipline Associate Dean** may accept, reject, or modify the recommendation of the campus Academic Complaint Appeal Committee.
- 3) The decision of the appropriate **Discipline Associate Dean** is forwarded to you by certified mail.
- 4) You have the right to appeal the decision of the **Discipline Associate Dean**.
- 5) If you choose to appeal the decision of the **Discipline Associate Dean**, you must do so within 7 days of the receipt of the certified letter.
- 6) If you choose to appeal the decision of the **Discipline Associate Dean** you must do so in written form to the **Discipline Dean**.
- 7) The decision of the **Discipline Dean** is final.

Note: Dean contact information can be found on the *Academic Affairs* website.