



STUDENT COMPLAINT / GRIEVANCE FORM

Last Name _____ First Name _____

Street Address _____

City State Zip Code _____

Telephone Number () _____

Student Campus Email Address: _____ Student ID Number: _____

Complaint Information

Academic policy/procedure Administration Instructor Staff Services Facilities Other

1. Please describe how you have first attempted to resolve this issue through the Edward Waters College informal complaint process?

Who did you talk with and when? _____

What was the outcome and why are you pursuing the formal complaint process?

Please note that Edward Waters College will only investigate formal complaints after the student has first attempted to resolve the issues informally.

2. Explain the circumstances of this formal complaint. Be specific in explaining your concerns; include dates and the names of individuals who may be involved. Please attach any supporting documentation or additional information you think is relevant to this form.

3. Describe your attempts to resolve the issues leading to your formal complaint. Be specific in explaining your efforts; include dates, campus location, names of college staff, and names of college department and include information about the college's response. Please attach any supporting documentation or additional information you think is relevant to this form.

4. What would you consider to be an acceptable resolution to your complaint?

5. Have you filed a complaint with any other organization or entity related to this formal complaint? Yes

No

If yes, please provide us with the name of the organization(s) and the outcome.

Edward Waters College will use the information you provide to assist with resolving your formal complaint. By signing this document and submitting a formal complaint, you consent to Edward Waters College's disclosure of any protected or confidential information that may be needed to review your complaint, including referring complaints to another organization with jurisdiction and authority over the issue.

The information given in this complaint is true and accurate to the best of my knowledge and I understand that if I fail to respond to requests for additional information or to questions about this complaint, the college may dismiss my complaint.

Student Signature _____ Date: _____

For assistance with questions or in completing this form you may contact the Office of the Dean of Students or Academic Affairs



