Student Academic Complaint Form

**Student Name**:

Student ID:

Degree:

Course Number:

Email address and phone number:

Instructions: Complete all questions. Use additional sheets as necessary. Please be thorough in your answers and only provide factual information.

1. Have you attempted to discuss and resolve your complaint with the faculty member or their supervisor?
2. Describe the steps you took to resolve this complaint and provide supporting evidence. Include dates, times, and names of appropriate individuals.
3. What is the nature of your complaint? Provide all relevant facts.
4. What rules, policies, or procedures have been violated? By whom? Please reference rules and include names, dates, and times of the alleged violation.
5. What outcomes are you seeking from this complaint?
6. Is there any other relevant information or evidence you are able to provide? Include any witness names and documentary evidence.

I hereby declare the information on this form is correct, true, and complete to the best of my knowledge. I understand that any misrepresentation or false allegations may result in disciplinary action.

Student signature: Date: