



# Non-Credit Student Instructional Informal Complaint Checklist

*The first step in resolving an instructional concern  
should always be to discuss that concern with your instructor.*

*Make an appointment with the instructor either in person or by email. At your appointed time to meet with the instructor, make sure you have all documentation available that may pertain to your concern.*

**Step 1.** Stop! Before filling out this form you should have already met with your instructor to attempt to resolve the problem, either in person or by email.

If not resolved...

**Step 2.** Complete this *Student Instructional Informal Complaint Form* and make an appointment with the appropriate Class or Seminar Coordinator to review your complaint.

If not resolved...

**Step 3.** Take this form with all related documentation to the Community Education, Workforce or SBDC Office, and make an appointment to meet with the Director of the respective area.

If not resolved...

**Step 4.** Take this form with all related documentation to the *VP of Instruction* for review.

Course Number & Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Have you met with the instructor? Y/N Date of meeting with Instructor: \_\_\_/\_\_\_/\_\_\_

**Have you attached any needed documentation?**

*Please provide a factual account of your concern, including dates. You may use an additional sheet of paper if necessary. Please describe the resolution you are seeking.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_