



STUDENT COMPLAINT FORM

Date:	
Is this an Anonymous Report? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Anonymous reports will be investigated as much as possible with the information provided. Disciplinary action generally cannot be taken without the reporter providing their name.</i>	Student ID #:
Name:	Phone:
Address:	
Email:	

I am reporting:

- Dissatisfaction about a class or grade
- Dissatisfaction about a non-instructional service
- A student-to-student issue
- An incident of misconduct (bias, discrimination, law/policy violation)

1. Describe what occurred:

- Include as much detail as possible including the class name and course number (if relevant), when and where the incident occurred, who was involved, and why the complaint is being filed. Attach another sheet if needed.



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2. How have you attempted to resolve the incident?

- I have communicated directly with my instructor or UCC employee.
- I have communicated directly with the above person’s supervisor.
- I have communicated directly with the Dean of Students.

3. What was the outcome of this communication? Attach another sheet if needed.

4. What is the resolution are you seeking? Attach another sheet if needed.

5. Attach/include any relevant documentation supporting your complaint.

The information on this form is correct, true, and complete to the best of my knowledge. I understand that any misrepresentation of the information may result in disciplinary action in accordance with the Code of Student Conduct.

Signature: _____ Date Filed: _____

For Use by UCC

Date Received:	Received by:
Forwarded to:	Date Forwarded:
Date of Conference:	
Individuals in Attendance:	
Date of Resolution:	