



# 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 (office hours and location are included in the course syllabus) 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 by email.

**(Your instructor's office hours and location are included in the course syllabus.)**

If not resolved...

**Step 2. Complete this *Student Instructional Informal Complaint Form* and make an appointment with the appropriate *Dept Chair/Director* to review your complaint.**

If not resolved...

**Step 3. Take this form with all related documentation to the appropriate *Division Office*, and make an appointment to meet with the *Dean*.**

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.*

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