



# Student Complaint Form

---

This form is to be used by students who want to submit a formal complaint, after they have been unable to satisfactorily resolve an issue with faculty, staff, students, or outside parties.

Please complete all fields so your complaint may be directed to the proper university officials.

## **Extension Site Complaint Policy**

Students have the right to submit formal complaints to both their extension site and SEU's main campus. Any complaints related to ministry expectations, student conflicts, and facilities should be directed to the Extension Campus Director. Any academic complaints related to coursework and faculty should be directed to the Extension Academic Director. Any and all complaints which are not resolved by the local leadership should be forwarded to the Senior Director of Unrestricted Education. Academic appeals and grievances may also be directed to the Registrar's Office in writing.

See <http://catalog.seu.edu/content.php?catoid=21&navoid=647>

## **Section 1: Personal Information**

Your full legal name (as enrolled) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone \_\_\_\_\_

SEU ID # \_\_\_\_\_

## **Section 2: Information about your complaint**

First date on which event(s) or issue(s) occurred \_\_\_\_\_

Name(s) of individual(s) involved:

\_\_\_\_\_

Please describe your complaint in detail. Include the names of individuals, locations, and any other important details.

What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired.

Is there any other information you want to provide?

Is there any individual you do NOT want us to tell about your complaint?

NOTE: No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint will be subject to retaliation as a result of such activity or participation.

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to SEU officials for purpose of investigation and response.

Sign Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_