



Student Complaint Form

Please refer to the Student Complaints Policy

<https://www.glenville.edu/academics/student-complaint>

before filling out this form. This form is to be used to submit a formal complaint a student has been unable to satisfactorily resolve with the faculty, staff, students or others involved.

Please complete all portions of this form so that your complaint may be directed to the proper College officials.

Complaints may be submitted anonymously; however, unless you include your contact information, GSC will be unable to investigate your complaint or respond back to you regarding the matter.

Section 1: Personal Information

Your full legal name (as enrolled):

Major:

Expected Year of Graduation:

Address:

Email Address:

Phone:

Preferred method of contact:

Email

Phone

US Mail

Section 2: Information about your complaint

First date on which the events or issues occurred:

Name(s) of the person(s) involved:

Please describe your complaint in detail. Include the names of persons, locations, and dates involved. If this complaint is against a specific person(s), please list their names and titles.

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

Why do you think the complaint was not able to be resolved in your prior attempts?

What resolution would you consider fair? What resolution do you seek?

Is there any other information you want to provide? For instance, is there any person who you do NOT want to be told of your complaint? (Keep in mind that it may be difficult to resolve if those involved cannot be asked to explain or to respond.) NOTE: RETALIATION AGAINST A STUDENT FOR MAKING A COMPLAINT IS ABSOLUTELY PROHIBITED AND WILL BE CONSIDERED A SERIOUS VIOLATION OF PROFESSIONAL RESPONSIBILITY.

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

Signature:

Date: