



# Student Complaint/Grievance Form

Instructions: A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint or grievance about their Carl Albert State College experience should complete this form and submit it to the campus department where complaint originated. Students should allow 10 business days to receive a written response to their complaint or grievance.

<b>Student Information</b>	
Student Name:	
Address:	City/State/Zip:
Student ID#	Semester & Year:
Home Phone Number:	Work Phone Number:
Cell Phone Number:	Email Address:
<b>Complaint/ Grievance Information</b>	
Name of individual and/or department against whom the complaint/grievance is filed:	
Describe your complaint/grievance in detail. Include date/s or occurrence (be as specific as possible). Attach additional sheets, if necessary, along with any documentation that will help describe the issue. Are there any witnesses who should be interviewed? If yes, attach a list of the names and their contact information.	
Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or campus administrator. Have you made an attempt to resolve this complaint or grievance with the individual and/or department involved? _ Yes or _ No If yes, describe the outcome: (Attach any additional comments or documents if necessary)	
What outcome would you find acceptable after talking to the appropriate college official(s)? Attach additional sheets/documentation if necessary.	

**I understand that information contained in the grievance form will be held confidential to the extent possible. Grievance information may be shared with college officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with college disciplinary policies.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_