



ACADEMIC COMPLAINTS

An academic complaint is defined as a difference of dispute between a student and a faculty or staff member related to matters such as grades, assignments, attendance, classroom procedures or program requirements.

- 1. The student has attempted and been unsuccessful in resolving a concern informally.*
- 2. The students complete and submits this forms to initiate the formal complaint/grievance process.*

Full name: _____
Last First Middle

Mailing Address: _____
PO Box/Street City State Zip

Email Address: _____

Cell Phone #: _____ Home Phone #: _____

Student ID # _____

PROVIDE DETAILS OF HOW YOU HAVE ATTEMPTED TO RESOLVE YOUR CONCERN INFORMALLY BELOW.

Name Of Contact Title Date

DESCRIBE YOUR COMPLAINT BELOW. INCLUDE DATES OF EVENTS, PERSONS INVOLVED, STATEMENTS MADE OR ACTIONS:



WHAT RESULTS, OUTCOMES, OR SOLUTIONS ARE YOU ANTICIPATING AS A RESULT OF FILLING THIS FORMAL COMPLAINT/GRIEVANCE?

READ THE FOLLOWING BEFORE SIGNING:

I hereby declare that the above statements are true to the best of my knowledge. I understand that any false statements made in this complaint/grievance may be subject to a Student Code of Conduct violation. My signature below indicates that I have followed the Grievance Procedure as set forth in the ORR Personnel Student Handbook and that I seek redress regarding the concern I have formally documented. I understand and give my consent to share need to know information within the institution in a confidential manner and in the event the complaint/grievance rises to an external process, with external agencies.

Print: _____ Date _____

Signature: _____

~~~~ Office Use Only ~~~~

Received by \_\_\_\_\_ on \_\_\_\_\_ Forwarded to \_\_\_\_\_ on \_\_\_\_\_

Results:

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Advanced to \_\_\_\_\_ on \_\_\_\_\_

Results: \_\_\_\_\_

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