

Student Complaint Form

Let's resolve your concern together

Purpose:

Use this form if you have concerns about anything at the College that you cannot resolve directly with the staff or faculty person involved. This may be related to any service you receive at the college or the quality of your academic experience or any administrative process.

Issues not covered by this form and who to contact

Area of Concern	Who to Contact
Grade Appeals, Plagiarism, Academic Suspension	Your instructor, coordinator and/or Program Chair
Harassment, Discrimination	Student Relations
Assault, Bullying, Threats	Security or the Police

Describe the situation and how it is impacting you

Continued on next page.

What outcome are you seeking that you feel is fair?

How to submit this form

- 1) Fill out the form on your computer and save an electronic copy. Or, if you fill out a hardcopy of the form then make an additional copy for your records.
- 2) Email or hand in the completed form to the appropriate person as follows:
 - For academic quality issues, submit form to your school's main reception staff
 - For any other services at the College, submit form to the reception staff of the service department

What to expect

You will be contacted by the Chair or Manager responsible for reviewing your concern. Please review the College's Student Complaint Policy and Procedure for more detail on what happens next to address your concern.

Note:

- Be sure to sign and date the form where indicated.
- Keep a copy of the email if you send the form that way. If you drop off a hard copy be sure to retain a copy for your records and make note of where and when you dropped off the form.

Student Information

Student Name: _____

Student Number: _____

Student Signature: _____

Date: _____

School and Program: _____

Email address: _____

Telephone # _____

Location: Progress Ashtonbee Story Arts Centre Morningside