**Student Complaint Form**

Students who wish to file a complaint should follow the procedures outlined in the General Student Complaint Policy found at <http://www.clayton.edu/student-affairs/complaints>

If you have already attempted informal resolution with the party involved via phone, email or in person, then you may file a Formal Written Complaint to the appropriate Academic Dean or Vice President using this form. All Formal Written Complaints will be logged and available for viewing by representatives from Academic Affairs and Student Affairs. Complaints must be filed within thirty days of the alleged issue or the last recorded date of attendance, whichever comes first.

By signing and submitting a complaint form, you consent to allowing the disclosure of any protected or confidential information that may be needed to review, investigate and/or resolve your complaint. You also agree to provide requested information and/or respond to questions about the complaint; failure to provide requested information or respond to questions about the complaint may result in Clayton State University dismissing your complaint.

Completed and signed forms (including copies of pertinent documents related to the complaint) should be mailed or hand delivered to the appropriate Dean's Office (for Academic Related Complaints) or Vice President's Office (for non-Academic Related Complaints).

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| **Complainant Contact Information** | | | | |
| Last Name | First Name | | | Middle Name |
| Street Address | | | | |
| City | | State | | Zip Code |
| Telephone Number | | | Email Address | |
| Laker ID Number | | | Month and Year Last Attended | |
| Major | | | Academic Standing | |

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| **Complaint Information** | |
| Did you follow steps 1 and 2 of the General Student Complaint Policy before submitting this formal complaint?  If no, STOP HERE and review the policy located at <http://www.clayton.edu/student-affairs/complaints>.  Clayton State University will only investigate formal complaints **after** the student has completed an informal appeal with no resolution. | Yes |
| Date of Issue Surrounding Complaint (must be within 30 days of the alleged issue) | |
| Who have you already spoken to or contacted about this complaint? | |
| Explain the circumstances that led to your complaint. Be as specific as possible about your concerns and include dates and staff or faculty who may be involved. Please attach any additional information or relevant documentation when you submit this form. | |
| Describe your efforts to resolve this complaint prior to submitting this form (Include names and dates of University personnel that you have contacted). | |
| Clayton State University will use the information you provide as part of our efforts to resolve your complaint. We will only review signed complaints. By signing and submitting this complaint, you are consenting to allowing the disclosure of any protected or confidential information that may be needed to review your complaint.  I attest that the information given in this complaint is true and accurate to the best of my knowledge and I agree that I will provide any additional requested information or respond to questions from Clayton State University personnel related to the review of my complaint. I understand that if I fail to provide requested information or respond to questions, Clayton State University may dismiss my complaint.  Student Signature:  Date: | |