

Date and Time Received: _____

University of Findlay Student Concern/Complaint Form

Students should attempt, in the first instance, to resolve a concern by using a direct and informal approach to the individual concerned wherever possible.

If a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation, including a copy of this completed complaint form.

Please return this form to the Oiler Success Center, located on the first floor of Old Main.

Your Details

Full Name:

Student ID:

Phone Number:

Email Address:

Describe your concern/complaint: (attach additional pages if necessary)

**What steps have you taken to resolve your concern/complaint?
(attach additional pages if necessary)**

What is your desired outcome?

If you have any of the following documents, please include them with your complaint:

1. A chronology listing in date order all letters, phone calls and meetings that are relevant to your complaint.
2. A copy of all relevant correspondence and other documentation.

By signing below, you acknowledge:

- The Oiler Success Center will investigate the concern/complaint, which will involve sharing the concerns with the other parties involved.
- The Oiler Success Center will need to handle personal details about me, which could include sensitive information in order to deal with the concern/complaint effectively.
- All information provided in this concern/complaint is true, and I understand the consequences of providing false information.

Student Signature: _____

Date: _____

Office Use Only Action Taken: