A student should use this form to file a complaint. Please ensure all necessary/relevant information is included. All correspondence concerning this matter will be sent to the address or e-mail address provided below.

Name of Student:________________________________________ COM ID: ___________

Home Address:  ____________________________________________________________

Phone:______________________________________________________________

Email:______________________________________________________________

Program of Study: __________________________________________________________

Full-time/Part-time:  __________________________________________________________

Date incident first occurred:  ___________________________________________________

Statement of complaint, including steps previously taken to resolve the matter : (use additional sheets if needed)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Remedy Requested:  _________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature:________________________________________ Date Submitted:  ________