



Appendix A: Student Formal Complaint Form

Date: _____

Student Information:

Name: _____

Student ID: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (day/evening) _____

E-Mail: _____

Complaint being filed against (complete all sections that are appropriate)

Name: _____

Department: _____

1. State your formal complaint. (Please provide statements of fact and nature of the complaint.)

2. Date(s) of incident

3. How did this situation develop? (Outline, in chronological order, the basic components of this situation as they developed including pertinent dates and times. Attach additional pages and/or supporting documentation if needed.)

4. How have you attempted to resolve this situation? Describe the suggested resolution.

5. What specific remedies (actions) do you desire to resolve this complaint?

Student's Signature

Date

Date Received _____ By Office _____

Consult the Student Complaint Process to identify appropriate office to receive this complaint
www.pima.edu/studentserv/studentrights/studentcomplaints/

For more information, contact the District Student Development Office at (520) 206-4973.