Formal Student Complaint Form

Student Name: _______________________________________ UTSA ID#: ______________
UTSA e-mail address: ___________________________________________________________

Date: ______/_____/_____ Current Level(s): __________________________________
Month       Day  Year

Please check ☐ all that apply. I have a complaint about:

☐ Course Grade
☐ My instructor: ___________________________ (Instructor’s name)
☐ My class: ________________________________ (Class name and level)
☐ Tutor: _________________________________ (Tutor’s name)
☐ Conversation Partner: ____________________ (Partner’s name)
☐ IEP policies and program:
☐ Bullying or harassment by other student(s)
☐ Sexual harassment
☐ Discrimination
☐ Other (please explain): ______________________

Please explain the reason for your complaint below.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student Signature: ________________________________________________

FOR OFFICE USE ONLY

Date Complaint Received: ______/_____/______ Date of Meeting: ______/_____/______
Month       Day  Year            Month       Day        Year

Individuals Involved in Meeting: __________________________________________________________________

Action Taken:  _________________________________________________________________________________
_____________________________________________________________________________________________
__________________________________________________________________ ___________________________
_____________________________________________________________________________________________

Signature of Administrator Taking Action Date Response Sent to Student