

Student Complaint Information

Process

At times, students may have complaints concerning their academic or non-academic experiences in the College of Liberal Arts, Education and Human Development. The student is encouraged to resolve the concern by speaking with the instructor or the person with whom he or she has the concern. In the event the problem is not resolved, the student is directed to meet with the chair of the department. If the student does not feel the problem is resolved, then he or she schedules an appointment with the Dean or the Assistant Dean of the College of Liberal Arts, Education and Human Development. Prior to the student's meeting with the Dean or Assistant Dean, the complaint is documented on the form below. This document will be filed as an e-file with the Dean and Assistant Dean.

Student Complaint Form

Date:

<u>Student Information:</u>	
Student First Name:	
Student Last Name:	
Student UNO ID Number:	
Preferred Phone Number:	
Preferred Email Address:	
Major:	
Classification (circle one):	Undergraduate M.A.T. M.Ed. Ph.D. Other

<u>Complaint Information:</u>	
(Note: Complaints should not include situations covered by the University policies on grade appeals or academic dishonesty. They are addressed by established protocols.)	
Nature of Complaint (circle one):	New Recurring Intermittent
Brief Description of the Concern (Specify any pertinent dates and faculty/staff/administration involved):	

If you have spoken with another faculty/staff member or administrator about this concern, enter that person's name and the date of that interaction.	
Faculty/Staff/Administration Name:	
Date:	

For office use only:

Person case was assigned:	
Date of conference with student:	
Action Plan/Outcome:	