



## Student Formal Complaint Form

**(This form will be submitted to the Associate Dean of Student Affairs and only forwarded if the complaint needs to be redirected.)**

Please refer to the Student Complaints Policy before completing this form. This form is to be used to submit a formal complaint if students have been unable to satisfactorily resolve with faculty, staff, students, or others involved.

Please complete all fields so your complaint may be directed to the proper university officials.

Complaints may be submitted anonymously; however, unless you include your contact information, RVU will be unable to investigate your complaint or respond back to you regarding the subject matter.

### Complaint Form

#### Section 1: Personal Information

Your Full Legal Name (as enrolled): First: Last:

Preferred Name:

Student Track:  OMS (Year I, II, III, IV)  MSBS  P.A.

Address:

Email:

Phone:

Preferred Method of Contact:  Email  Phone  U.S. Mail

#### Section 2: Information About Your Complaint

First Date on Which Event or Issue Occurred:

Name(s) of the Person(s) Involved:

Please describe your event in detail. Include names of persons, locations, and dates involved. If this complaint is against specific person(s), please list their names and titles:

What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired:

Why do you think the complaint was not able to be resolved in your prior attempts?:

What resolution would you consider fair? What resolution do you seek?:

Is there any other information you want to provide? For instance, is there a person you do NOT want to be told of your complaint? (Keep in mind that it may be difficult to resolve if those involved cannot be asked to explain or respond.) Note: RETALIATION AGAINST A STUDENT FOR MAKING A COMPLAINT IS ABSOLUTELY PROHIBITED AND WILL BE CONSIDERED A SERIOUS VIOLATION OF PROFESSIONAL RESPONSIBILITY:

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to the appropriate RVU officials for purposes of investigation and response.

SUBMIT