



**Student Formal Complaint Form**

**Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Term:** \_\_\_\_\_

We encourage you to talk to your instructor or academic advisor before you fill out this form. If you are unable to resolve the issue after this, you should fill out this form. This form will be used to inform the director of Drexel ELC of your complaint. The Director will respond to your grievance by email and on paper in a sealed envelope within 48 hours.

Who or what is the complaint about? Please check ✓ below.

\_\_\_\_\_Teacher    \_\_\_\_\_Staff member    \_\_\_\_\_Student    \_\_\_\_\_Other

Describe your complaint below:

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Please put this form in a sealed envelope and place it in the Director’s mailbox, located in front of Room 104. The ELC Front Desk staff will give you an envelope if you do not have one.