Student Formal Complaint Form

Full Name: ___________________________ Date: ________________

Email Address: ________________________ Term: ________________

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

Teacher  Staff member  Student  Other

Describe your complaint below:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

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.

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.