



Name of Student Filing Complaint

Today's Date

Signature of Student Filing Complaint

Student Phone Number

Student Mailing Address, City, State, Zip Code

Student's GFU ID Number

Student's E-Mail Address

Description of complaint (Date, place, time, details – attach additional description if needed):

Four horizontal lines for describing the complaint.

Attempts made to resolve as an informal complaint:

Two horizontal lines for describing attempts to resolve the complaint.

Statement of desired outcome:

Four horizontal lines for stating the desired outcome.

.....
Administrator receiving complaint completes items below this line.

Date complaint received: _____

Action taken:

Three horizontal lines for describing the action taken.

Signature of Administrator Taking Action

Date Response Sent to Student

Signature of Vice President/Provost/Dean

Date Copy Sent to VP/Provost/Dean