

Formal Conference Documentation Form

(For a Student Complaint about an Instructor's
Decision) **Part I**

The student completes this part **prior to the meeting** with the instructor.

Student Name: _____ ID #: _____

email: _____ Phone/cell: (_____) _____

Address:

Instructor's Name: _____

Issue (completed by the student prior to the conference):

.....
... By signature I acknowledge that I have met with the above named student to discuss this issue. I
am/am not (circle one) providing written comments. (Comments must be submitted to your
college/school dean within three days of this meeting.)

Signature of Instructor: _____ Date: _____
.....

Part 2

The student, **after the meeting**, describes whether resolution of the complaint was reached or not:

Signature of Student: _____ Date: _____

Whether there is resolution or not, the student delivers this form in a sealed envelope/electronically to the dean of the college/school in which the instructor resides.

If resolution was not reached and the student wishes to appeal the instructor's decision, then the student requests from the dean's office the Appeal Form for Student Complaints about Faculty Decisions, completes it and returns to the dean's office within three days.

cc: Student
Instructor