

## Student Complaint Form

This form is to be used to submit a formal complaint regarding an issue in which a student has not been able to satisfactorily find resolution. Completed forms will be routed to the Student Affairs Office for investigation and response. For assistance with completing this form contact the Dean of Students at (317) 940-9570.

## Background Information

**Butler University will not be able to respond to complaints submitted anonymously. Please include your contact information below.**

Your full legal name: \_\_\_\_\_

Your Butler ID number: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your email address: \_\_\_\_\_

Your campus (or local) address: \_\_\_\_\_

Nature of the complaint (Required):

\_\_\_\_\_ Academic

\_\_\_\_\_ Policy related

\_\_\_\_\_ Service related

\_\_\_\_\_ Interpersonal

\_\_\_\_\_ Group

\_\_\_\_\_ Other

Date of incident (Required): \_\_\_\_\_

Location of incident (Required): \_\_\_\_\_

Specific location: \_\_\_\_\_

## Information About Your Complaint

Please describe your complaint in detail. Include names of individuals involved, locations, and dates. (Required)

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What attempts have you made to resolve your complaint? Include who you contacted and what transpired. (Required)

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

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What resolution are you seeking? (Required)

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## Supporting Documentation

Photos, video, email, and other support documents may be provided.