

**WEST VIRGINIA STATE UNIVERSITY**

**STUDENT COMPLAINT FORM**

Please complete the following information. Completed forms should be submitted to the Office of Enrollment Management and Student Affairs (130 Ferrell Hall). You will be provided with a copy of the form – dated and signed by staff.

Date Event Occurred: \_\_\_\_\_ WVSU Student ID Number: A \_\_\_\_\_

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

WVSU Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Check One:

Former Student       Current Student       Future Student       Other

Identify the category of your complaint (check all that apply):

Service       Building (Facilities)       Coursework  
 Individual (Personal)       Technology       Other

Describe the issue or concern. (Be specific regarding Who, What, When and Where.)

Have you talked with staff or the instructor regarding your concern? (If yes, please describe the outcome.)

When Addressing My Concern: (check one)

You may use my name       You may use my name only after the end of the term  
 You may not use my name

How did you find out about the Student Complaint Process?

\_\_\_\_\_  
\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use: Form Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_