Student Academic Complaint Form

Academic complaints can be related to areas such as grading, assignments, syllabus related items, program admission, academic advising, and other course-related conduct that impairs learning.

Please type or print clearly. Write “n/a” for questions that do not apply.

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| **Your Information** | *You may submit this form anonymously; please be aware that doing so may limit the university’s ability to respond.* |
| Name: | Full name | V-number: | V-number |
| Preferred email: | Email address | Preferred phone: | Phone number |
| Mailing address: | Mailing address |

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| **Instructor & Course Information (*if applicable*)** |
| Instructor name(s): | The name(s) of the instructor(s) involved | Course number: | Course number |
| CRN (if known): | CRN |
| Course title: | Title of the course |

**Description of Complaint**

Describe your complaint in detail. Some questions to consider:

* What happened?
* When? (e.g., a date, a term, start and end dates, etc.)
* Where? (e.g., in the classroom, via email, etc.)
* Other than you and the instructor, was anyone else there? If so, who?

Click here to describe your complaint

Are there are any documents, web pages, or other external information that help to explain or illustrate your complaint? If you are including attachments, please describe them.

Click here to describe attachments or list other items, websites, etc

How do you want your concern to be resolved? What action would you like the instructor and/or WOU to take?

Click here to describe your desired resolution

Today’s date: Click here to enter a date.

Please submit this form to the division chair for the course or program that this complaint is related to.

* A list of division chairs and the subjects they are responsible for can be found at [wou.edu/provost/student-grievances/academic-units/](https://wou.edu/provost/academic-units/student-grievances/).
* If you encounter difficulties contacting the division chair, you may forward this form to the college dean. Contact information for the college deans is available at [wou.edu/provost/student-grievances/academic-units/](https://wou.edu/provost/academic-units/student-grievances/).
* If the division chair is the instructor that this concern is related to, you may submit this form directly to the college dean.
* If your concern involves:
	+ Bullying or abusive behaviors[[1]](#footnote-1): submit this form to the college dean.
	+ Discrimination, civil rights violations, sexual misconduct/harassment, or Title IX violations: contact the WOU Office of Human Resources (503-838-8490 or hr@wou.edu).

For more information about this and other available options to address concerns, please visit [wou.edu/provost/student-grievances/](https://wou.edu/provost/student-grievances/)

Use of this form is NOT mandatory. If you choose to not use this form, we recommend that you review the listed questions and address those topics in your complaint.

There is no time limit for submitting a complaint; however please keep in mind that a delay in submitting a complaint could limit the university’s ability to investigate and respond.

**Students making a complaint are protected from retaliation.** Employees found to have engaged in retaliatory action or conduct will be subject to discipline, up to and including dismissal. The information provided in this form may be protected by the [Family Educational Rights and Privacy Act (FERPA)](https://studentprivacy.ed.gov/faq/what-ferpa).

1. Bullying or abusive behaviors include: threatening or intimidating behavior or words (written or oral); obscenities/profanities (verbal or gestures) directed at a person; threatening or obscene gestures, jokes, or cartoons; degrading a person or a group on the basis of a personal or cultural characteristic; taunting, jeering, mocking, or humiliating another person through acts or words; screaming and/or yelling at others; insulting someone, especially in the presence of others; or endangering the safety of an individual or individuals. [↑](#footnote-ref-1)