

Complaint Form
College of Education

Minnesota State University, Mankato

This form is a tracking slip that is to be completed by MSU Faculty or Staff. Please use the form any time that a complaint is registered. If it is appropriate for you to do so, please attempt to resolve the issue, or pass the complaint, along with the completed form, on to the appropriate MSU employee. Information on the completed form will assist the receiving MSU employee to communicate promptly and effectively. When the issue has been resolved, please forward the form with a copy of all correspondence to the dean's office. The information will be stored in a file required by NCATE.

Concern Received

Date: _____ Time: _____

Contact's Name: _____

If not student, name of student: _____

Relationship to Student: _____ Student ID number: _____

Home Phone: _____ Work Phone: _____ Email: _____

Concern

Academic Experience: (faculty, other student) _____

Decision: (admission, retention) _____

Disciplinary Response: _____

Concern is:

What does the contact want?

Response to contact:

Attach all notes, correspondence, actions and submit to Complaint file in College of Education Dean's Office, 118 Armstrong Hall

Person Receiving Concern

Date