

**West Virginia State University
College of Professional Studies
Student Complaint Form**

Student Directions: *If you have a complaint regarding instruction, advising, or faculty communication and you have spoken to the faculty member and received no resolution or accommodations, then complete this form and schedule a meeting with your department chair. This form needs to be shared at the chair meeting. In addition, this form should be sent to the Dean of the College. If you submit electronically you will need sign, scan, and send electronically. If you have any questions feel free to call 304.766.3313.*

Student's Name	Major
WVSU Email address	Cell Number

Complete the following information related to the course where a faculty complaint is being issued:

Class prefix & number: _____ Semester: _____

Professor: _____ Days/Times class meets: _____

Describe the complaint (including the date situation occurred):

Discuss what you have done to address this situation to date:

What outcome would you like to see as a result of submitting this complaint?

Student's Signature: _____ Date: _____

Department Chair's Signature: _____ Date: _____

Note: If you do not want to meet with the instructor, then schedule an appointment with the chair as the first step in this process.