



# SOUTHWESTERN ADVENTIST UNIVERSITY

## Student Concern/Complaint Form

| Student Information  |                     |
|--|---------------------|
| Student Name (Last, First, MI):  |                     |
| Address:   | City/State/Zip:     |
| Student ID#:   | Semester & Year:    |
| Home Phone Number:   | Work Phone Number:  |
| Mobile Phone Number:   | SWAU Email Address: |
| Name of department against whom the concern/complaint is filed:<br><div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Academic<br/> <input type="checkbox"/> Administration<br/> <input type="checkbox"/> Advancement<br/> <input type="checkbox"/> Campus Services<br/> <input type="checkbox"/> Enrollment               </div> <div style="width: 45%;"> <input type="checkbox"/> Financial Services<br/> <input type="checkbox"/> Spiritual Life &amp; Development<br/> <input type="checkbox"/> Student Services<br/> <input type="checkbox"/> Other _____               </div> </div> |                     |
| If filing against an individual, please include in your written statement (details below).<br><br>Describe your concern/complaint in detail. Include date/s of occurrence. Be as specific as possible. Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the concern/complaint. Are there any witnesses who should be interviewed? If yes, list names and contact information.   |                     |
| Have you made an attempt to resolve this concern/complaint with the individual and/or department involved?<br>Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, describe the outcome (attach any additional comments, if necessary):   |                     |

**I understand that information contained in the concern/complaint form will be held confidential to the extent possible. Information may be shared with university officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with university disciplinary procedures.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_