

## Miles College Student Issues and Concerns Form

A grievance, issue, or concern shall be considered a circumstance regarded as a cause to protest, complain, or express dissatisfaction. Please provide information on concerns or complaints, recommendations, compliments or suggestions on this form. Use additional pages if necessary.

**Date submitted:** \_\_\_\_\_ **Date incident occurred:** \_\_\_\_\_

**Contact Information (optional):**

**Name** \_\_\_\_\_ **Student Number** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone (cell or room)** \_\_\_\_\_

**Please Check Appropriate Type of Issue:**

\_\_\_\_ **Concern** \_\_\_\_ **Compliment** \_\_\_\_ **Suggestion/Recommendation** \_\_\_\_ **Complaint**

**Type of Issue or Concern:**

\_\_\_\_ Academic/Classroom

\_\_\_\_ Housing

\_\_\_\_ Cafeteria Services

\_\_\_\_ Financial Aid/Business Office

\_\_\_\_ Student Health Services

\_\_\_\_ SUB/Student Activities

\_\_\_\_ Disciplinary Concerns

\_\_\_\_ Campus Security

\_\_\_\_ Physical Plant/Maintenance

\_\_\_\_ Technological Services

\_\_\_\_ Other(specify) \_\_\_\_\_

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**Brief Description of concern, complaint, recommendation, other (use additional pages or attach a letter if necessary):**

**Person/People involved:**

**Have you discussed the concern with people involved?** \_\_\_\_ yes \_\_\_\_ no

**If yes, what was the response?**

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**For Administrative Purposes Only:**

Date Received: \_\_\_\_\_ Forwarded to: \_\_\_\_\_ Follow up to student: \_\_\_\_ email \_\_\_\_ campus mail \_\_\_\_ no contact given.

Outcome: \_\_\_\_\_