

**WSCC STUDENT COMPLAINT FORM**

**COMPLAINANT INFORMATION (please print all information)**

**For more urgent concerns please contact the Vice President for Student Affairs at 423-585-2680**

I. Name: \_\_\_\_\_ ID# \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail \_\_\_\_\_

Campus \_\_\_\_\_

II. Name the individual/s against whom the complaint is being filed:

Name: \_\_\_\_\_ Please check appropriate category below:

\_\_\_\_\_ Student \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Other

III. Provide the following information:

A. Describe the problem(s) as briefly as possible and include dates when relevant. Attach documentation if necessary. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. State explicitly what outcome/action you are seeking via this complaint process.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTE: You may send this form via e-mail to Debbie Hayes, Executive Secretary for Student Affairs at [debbie.hayes@ws.edu](mailto:debbie.hayes@ws.edu) or fax to (423) 585-6779.