

Corban University Student Formal Complaint Form

Complete the form only after you have attempted the informal complaint process first. PDF hard-copies may be submitted to the Director of Financial Aid or sent via fax to 503-585-4316.

Student Contact Information

Last Name	First Name	Middle Name
Street Address		
City	State	Zip Code
Telephone Number		Corban Email Address
Student ID Number		Term and Year Last Attended

Complaint Information

Area of the College the complaint is about:

- | | |
|---|---|
| <input type="checkbox"/> Academic policy/procedure
<input type="checkbox"/> Services
<input type="checkbox"/> Administration
<input type="checkbox"/> Facilities
<input type="checkbox"/> Staff | <input type="checkbox"/> Instructor
Name: _____
Class Course & ID: _____
Semester: _____ |
|---|---|

1. Please describe how you have first attempted to resolve this issue through the Corban University informal complaint process.

Who did you talk with and when? _____

What was the outcome and why are you pursuing the formal complaint process?

Please note that Corban University will only investigate formal complaints after the student has first attempted to resolve the issue informally.

2. Explain the circumstances of this formal complaint. Be specific in explaining your concerns; include dates and the names of individuals who may be involved. Please attach any supporting documentation or additional information you think is relevant to this form.

3. Describe your attempts to resolve the issues leading to your formal complaint. Be specific in explaining your efforts; include dates, campus location, names of college staff, and names of college department and include information about the university's response. Please attach any supporting documentation or additional information you think is relevant to this form.

4. What would you consider to be an acceptable resolution to your complaint?

5. Have you filed a complaint with any other organization or entity related to this formal complaint? Yes or No?

If yes, please provide us with the name of the organization and the outcome.

Corban University will use the information you provide to assist with resolving your formal complaint. By signing this document and submitting a formal complaint, you consent to Corban University's disclosure of any protected or confidential information that may be needed to review your complaint, including referring complaints to another organization with jurisdiction and authority over the issue.

The information given in this complaint is true and accurate to the best of my knowledge and I understand that if I fail to respond to requests for additional information or to questions about this complaint, the university may dismiss my complaint.

Student Signature: _____ Date: _____

For assistance with questions or in completing this form you may contact: studentcomplaint@corban.edu