

Student Complaint Form

Students who wish to file a complaint should follow the procedures outlined in the General Student Complaint Policy found at <http://www.stac.edu/student-life/student-development-policies/student-complaint-process>.

If you have already attempted informal resolution with the party involved via phone, email or in person, then you may file a Formal Written Complaint to the appropriate Academic Dean or Vice President using this form. All Formal Written Complaints will be logged and available for viewing by representatives from appropriate administrative offices. Complaints must be filed within thirty days of the alleged issue or the last recorded date of attendance.

By signing and submitting a complaint form, you consent to allowing the disclosure of any protected or confidential information that may be needed to review, investigate and/or resolve your complaint. You also agree to provide requested information and/or respond to questions about the complaint; failure to provide requested information or respond to questions about the complaint may result in St. Thomas Aquinas College dismissing your complaint.

This process should not be used for matters involving Gender Based Sexual Misconduct. Any questions or concerns about such matters should be addressed to:

***Maria Coupe, Director of Human Resources and Title IX Coordinator, Borelli Hall,
845-398-4044.***

Completed and signed forms (including copies of pertinent documents related to the complaint) should be e-mailed, mailed or hand delivered to the appropriate Dean's Office (for Academic Related Complaints) or Vice President's Office (for non-Academic Related Complaints).

Complainant Contact Information		
Last Name	First Name	Middle Name
Street Address		
City	State	Zip Code
Telephone Number	Email Address	
Student ID Number	Month and Year Last Attended	
Major	Academic Standing	

Complaint Information	
<p>Did you follow steps 1 and 2 of the General Student Complaint Policy before submitting this formal complaint?</p> <p>If no, STOP HERE and review the policy located at (insert web location)</p> <p>St. Thomas Aquinas College will only investigate formal complaints after the student has completed an informal appeal with no resolution.</p>	<p>Yes</p>
<p>Date of Issue Surrounding Complaint (must be within 30 days of the alleged issue)</p>	
<p>To whom have you already spoken or contacted about this complaint?</p>	
<p>Explain the circumstances that led to your complaint. Be as specific as possible about your concerns and include dates and names of staff or faculty who may be involved. Please attach any additional information or relevant documentation when you submit this form.</p>	

Describe your efforts to resolve this complaint prior to submitting this form (Include names and dates of College personnel whom you have contacted).

St. Thomas Aquinas College will use the information you provide as part of our efforts to resolve your complaint. We will only review signed complaints. By signing and submitting this complaint, you are consenting to allowing the disclosure of any protected or confidential information that may be needed to review your complaint.

I attest that the information given in this complaint is true and accurate to the best of my knowledge and I agree that I will provide any additional requested information or respond to questions from St. Thomas Aquinas College personnel related to the review of my complaint. I understand that if I fail to provide requested information or respond to questions, St. Thomas Aquinas College may dismiss my complaint.

Student Signature:

Date: