

# BLUE MOUNTAIN COLLEGE

## POLICY 4.15 Student Complaints

### STUDENT FORMAL COMPLAINT FORM

**FORM 4.15.01**

Complete this form and submit to the Vice President for Student Services. May be sent via facsimile to 662-685-4776.

Student Contact Information		
Last Name	First Name	Middle/Maiden Name
Street Address		
City	State	Zip Code
Telephone Number (    )	BMC Student Email Address	
BMC Student ID Number	Term and Year Last Attended	
Complaint Information		
Area of the College involved in the Complaint: <input type="checkbox"/> Academic policy/procedure <input type="checkbox"/> Administration <input type="checkbox"/> Services <input type="checkbox"/> Facilities <input type="checkbox"/> Instructor :		
Name: _____ Course Name & #: _____ Semester: _____		
Please describe how you have attempted to resolve this issue through the Blue Mountain College informal complaint process.  With whom have you spoken (college officials)? _____  When? _____ What was the outcome? _____  Why are you pursuing the formal complaint process? _____		
<b><i>Please note that Blue Mountain College will only investigate formal complaints after the student has first attempted to resolve the issues informally.</i></b>		
Please explain the circumstances of this formal complaint. (Be specific in explaining your concerns. Include dates and names of individuals who may be involved. Please attach any supporting documentation or additional information you think is relevant to this complaint.)          		
Student Signature _____		Date _____
INTERNAL USE ONLY		
Decision:		
Decision Rationale:		
Signature _____		Date _____