

**MIDDLE GEORGIA STATE UNIVERSITY
STUDENT GRIEVANCE / COMPLAINT FORM**

NOTE: This form must be opened with Adobe Reader.

NOTE: For grievances related to course grades, student should follow the grade appeal process listed in the University catalog by completing and submitting the final course grade appeal form found at:

<http://www.mga.edu/faculty-affairs/processes.aspx>.

INSTRUCTIONS TO STUDENT: Complete all blanks on this section. When complete, please submit form electronically by clicking box at bottom of this page. This form will be forwarded to the appropriate University official for resolution and response to your grievance/complaint.

1. This section to be completed by student: *(All information requested is required.)*

Date:

Student Name:

MGA ID:

Cell Phone #:

MGA Email:

Date of Incident:

Time of incident:

Names of others involved, if applicable:

Describe reason for grievance/complaint: *(Please do not exceed space provided.)*

Click here

to submit form for review.

INSTRUCTIONS TO REVIEWER: This section to be completed by faculty/staff responsible for resolving and responding to the student's grievance/complaint. Please complete all blanks in this section. Then submit completed form electronically by clicking box at bottom of this page.

2. This section to be completed by faculty/staff:

Date Grievance/Complaint Received:

Date Resolved:

Action taken for Resolution:

Grievance/Complaint heard/resolved by:

Name:

Position/Title:

Click here

to submit completed form.