

Student Complaint Form

Mountwest Community & Technical College
Office of the Vice-President for Student Services
One Mountwest Way
Huntington, WV 25701
(304) 710-3363

A student who has a complaint about a program, service, or other aspect of this institution may utilize this Student Complaint Form. If you have already attempted informal resolution as outlined in the Student Complaint Process, then you may file a formal written complaint to the Vice President for Student Services using this form. Complaints must be filed within thirty days of the alleged issue or by the last recorded date of attendance. By submitting a complaint form, you consent to allow 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 Mountwest Community & Technical College dismissing your complaint.

Your Full Name: _____

Your Phone Number: (____) - _____

Your Email Address: _____

Your Home Address: _____

Submission Date of Paper Report: _____

Involved Parties

Name(s) or Organization: _____

Phone Number (if known): (____) - _____

Email Address (if known): _____

Provide details of the complaint: (use additional paper if needed)

Remedy Sought:

To whom have you spoken to about this issue?

Has informal resolution been attempted? (circle one)

No, state reason below.

Yes, state outcome below, and if any, college supervisor/employee involved

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 Mountwest personnel related to the review of my complaint. I understand I am consenting to allow the disclosure of any protected or confidential information that may be needed to review my complaint. I also understand that if I fail to provide requested information or respond to questions, Mountwest may dismiss my complaint.

Signature

Date