Vanguard University

Student Complaint Form

Section 1: Personal Information

This form is to be used to submit a formal complaint students have been unable to satisfactorily resolve with the faculty, staff, students or others involved. Please complete all fields so your complaint may be directed to the proper university officials. Complaints may be submitted anonymously; however, unless you include your contact information, we will be unable to investigate your complaint or respond back to you regarding the subject matter.

Your full legal name (as enrolled):

First:  Middle: Last:

Preferred Name:

Major: Expected Year of Graduation:

Street Address: City: State: ZIP:

Email:

Phone:

Preferred method of contact:

Vanguard ID:

Section 2: Information about your complaint

First date on which the events or issues occurred:

Name(s) of the person(s) involved:

Please describe your complaint in detail. Include the names of persons, locations, and dates involved. If this complaint is against specific person(s), please list their names and titles.

What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired.

Why do you think the complaint was not able to be resolved in your prior attempts?

What resolution would you consider fair? What resolution do you seek?

Any other information you want to provide?

For instance, is there any person who you do NOT want to be told of your complaint? (Keep in mind that it may be difficult to resolve if those involved cannot be asked to explain or respond). NOTE: RETALIATION AGAINST A STUDENT FOR MAKING A COMPLAINT IS ABSOLUTELY PROHIBITED, AND WILL BE CONSIDERED A SERIOUS VIOLATION OF PROFESSIONAL RESPONSIBILITY.

Additional information:

If attachments are necessary, please include as a .jpg or .pdf

Drop files here:

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to Vanguard officials for purposes of investigation and response.