

Southeastern Free Will Baptist College

Student Complaint Form

Either fill in this PDF form, save it, and email it to College Dean OR submit a printed copy to the college office.

Student Information

Student Name:

First _____ Last _____

Student Phone: _____

Student Email Account: _____

Reminder: all communication should occur through SFWBC email accounts.

Complaint

All student complaints should be submitted within 20 business days of the incident.

Type of complaint:

- Academic
- Non-academic
- Discriminatory

Complaint being filed against:

- Student
- Faculty
- Staff

Name of individual you are filing a complaint against:

Date/Time/Place of incident/complaint:

State formal complaint or grievance (provide factual description of the complaint):

Describe incident or concern (give a timeline of events leading up to the incident, list names of persons involved, and identify witnesses if appropriate):

How have you attempted to resolve this situation or grievance?

What specific actions or suggestions do you have for resolving this concern/incident/complaint/grievance?*