

**General Complaint Form**

Bellin College is committed to excellence and strives to create a caring environment. We welcome concerns about our services and programs in order to make quality improvements on our campus.

Bellin College designates the Office of Student Affairs as responsible for receiving, investigating, and potentially resolving complaints.

Please complete this form to the best of your ability. Report only one specific complaint per form. This form should be emailed to the Director of Student Affairs and DEI.

**Please enter your contact information below (\*mandatory):**

|  |
| --- |
| **\*Date:** Click here to enter text. |
| **\*Name:** Click here to enter text. |
| **\*Email address:** Click here to enter text. |
| **\*Phone Number:** Click here to enter text. |

**Please describe your complaint in as much detail as possible:**

|  |
| --- |
| Click here to enter text. |

**Please provide the name(s) of any witness(s) applicable to this complaint.**

|  |
| --- |
| Click here to enter text. |

*I understand and agree that the information I provide on this form may need to be shared with other Bellin College personnel, witnesses or others involved in administering the complaint procedures. Any information that is shared will be done in a way that respects the individual who is registering the complaint as much as possible.*

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*Complainant Signature (electronic) Date*

Thank you for completing this form. Your form will be carefully reviewed by the Office of Student Affairs.