



WSSU Faculty of Education Report of Student Concerns

In an effort to address student concerns, the Faculty of Education has implemented a process to provide for the most effective and efficient means of resolution. It is expected that students will use this process **after** attempts to resolve the matter with the involved party have not been successful.

Instructions to Student: Please complete Sections I-III and submit the form to the chair of the respective department (Education; Health, Physical Education, and Sport Studies; or Human Service Studies).

SECTION I: CONTACT INFORMATION

Date _____ Term: Spring ___ Fall ___ Summer ___ Year _____

Name _____ ID# _____ Major _____

Address _____
Street number and Name (City) (State) (Zip)

Telephone # (____) _____ E-mail address _____

SECTION II: DESCRIPTION OF INCIDENT

Date of Occurrence _____ Time of Occurrence _____ (check) AM ___ PM ___

Location of Occurrence: Building _____ Room # _____

If this matter involves a faculty member in a course in which you are enrolled, please complete the following:

Name of Faculty Member _____

Course Name and Number _____ Section # _____

Describe briefly the issue or concern

SECTION III: ATTEMPTS TO RESOLVE

Check to indicate the person(s) with whom you have attempted to resolve this issue, and include the name(s) of faculty and/or staff members whom you have consulted to assist in resolving this matter:

- Faculty or staff member(s)
- Department chair
- Other

How have you attempted to resolve the concern?

What course of action would you recommend to resolve this matter?

For University Administrator Use Only

SECTION IV: ACTION TAKEN

To be completed by Department Chair

Recommendation

Referral

- € None; student's concerns resolved and no further action necessary
- € Student did not follow procedures recommended to him/her
- € To Senior Associate Dean, Faculty of Education

Signature

Date

To be completed by Senior Associate Dean, Faculty of Education

Final Resolution

Signature

Date

Copies

- € Student's file
- € Advisor
- € Senior Associate Dean