United Theological Seminary of the Twin Cities

STUDENT COMPLAINT FORM

Name _____
Last First Middle

A. Nature of Complaint

The following are the only situations in which a formal student complaint is accepted.

__ A provision of the Student Handbook has been violated.
__ Conflict with member of faculty, administrative or support staff.
__ Unfair treatment by the Seminary.

B. Steps already taken

A formal complaint should only be filed if all other efforts for resolution have been exhausted.

Please indicate what steps you have already taken.

__ I have discussed this issue with my advisor. Advisor's name_____.

__ I have discussed this issue with the faculty, staff, or administrator responsible for this problem.

Person's name_____ Position_____.

__ I have discussed this issue with someone else.

Person's name_____ Position_____.

Describe the results of these discussions. If you have not discussed this with your advisor and/or the responsible persons, please explain why.

C. Describe the specific complaint

Be as specific and complete as possible. (Use additional paper if required.)

D. Describe the desired action

Please note if there is a deadline by which this action needs to be taken.

_____ _____
Signature of Student Date

RETURN THIS FORM TO THE DEAN OF THE SEMINARY

Revised 2/2021