

Student Issues & Concerns Report Form

Student name: _____

Date concern was raised: _____ Concern raised via: meeting e-mail phone other _____

Person to whom the concern was presented: _____

Student's advisor: _____

Description of issue or concern:

Resolution or action/s taken:

Follow-up needed:

Reported by: _____ Date of report: _____

Note: Effort should be made to report all concerns raised that impacts the quality of our programs or services provided to students. Any follow-up needed to bring closure to the matter should be pursued and included in the report. Reports of student issues/concerns will be analyzed annually by Dean's Council according to category of concern for the purpose of improving unit operations.