



**College of Education and Human Development**

Student and Academic Affairs  
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**INTERNAL USE ONLY**  
Response Issued By: \_\_\_\_\_  
Date: \_\_\_\_\_

## Complaint Form

Name: \_\_\_\_\_ G Number: \_\_\_\_\_

Mason email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major or Program: \_\_\_\_\_  Graduate  Undergraduate

1. Please describe the nature of your complaint. (Attach separate sheet, if necessary.)

2. What would you like the anticipated action or outcome to be? (Attach separate sheet, if necessary.)

3. Please attach any supporting documentation that corroborates your complaint.

4. Have you discussed this complaint with the subject/unit?  Yes  No  N/A

5. Please indicate when you would like the complaint to be investigated:

- Immediately  At the conclusion of the course (final grade posted)
- After graduation  Never, for awareness purposes only
- Other/Unsure (please explain): \_\_\_\_\_

Signature

Date