



Student and Academic Affairs
 4400 University Drive, MS 4B4,
 Thompson Hall, Suite 2300
 Fairfax, Virginia 22030
 Phone: 703-993-2080; Email: cehdsaa@gmu.edu

INTERNAL USE ONLY	
<input type="checkbox"/> College	<input type="checkbox"/> Other
<input type="checkbox"/> Program	
Date Student Notified: _____	

COMPLAINT / GRIEVANCE

Name: _____ G Number: _____

Mason Email: _____ Phone Number: _____

Major or Program: _____ Graduate Undergraduate

Course: _____ Section: _____ Semester: _____

Have you discussed this complaint/grievance with anyone prior to submission of this form? If yes, please provide more information in your statement. Yes No N/A

Please indicate when you would like the complaint/grievance to be investigated:

Immediately At the conclusion of the course (final grade posted)

After graduation Never; for awareness purposes only

Other/Unsure (please explain): _____

INSTRUCTIONS:

1. In a separate Word document, provide a detailed explanation of the nature of your complaint/grievance. If you have already discussed this complaint/grievance with someone, please describe the result of that interaction.
2. Attach any relevant information and/or supporting documentation.
3. Please submit your completed Complaint/Grievance form, statement, and supporting documentation to CEHD's Office of Student and Academic Affairs at cehdsaa@gmu.edu from your **GMU email** account.

Read and sign: Submission of a request does not guarantee approval. Students should allow up to 15 business days to receive a response to their complaint/grievance. It is the student's responsibility to continue to access their Mason email account for any correspondence relating to the request.

I have read and will comply with the rules, regulations, requirements, and academic policies of the College and University. I certify that the accompanying information is accurate and not in violation of the Honor Code.

 STUDENT SIGNATURE

 DATE