



STUDENT COMPLAINT

State Form 55658 (8-14)
Indiana Commission for Higher Education

Please note that the Indiana Commission for Higher Education cannot act on anonymous complaints. All fields must be completed. Submit completed request forms to Complaints@che.in.gov. Direct questions pertaining to this form to 317-464-4400.

COMPLAINANT INFORMATION

Name of complainant: _____

Address (*number and street*): _____

City: _____ State: _____ ZIP: _____

Preferred telephone number: _____ E-mail address: _____

How do you prefer to be contacted? Telephone E-mail No preference

If Commission staff members need to contact you via phone, may they leave a phone message or voice mail?

Yes No

Affiliation with the college or university named below:

Current student Former student Parent or guardian of current/former student

Other: _____

Degree level and major/concentration (e.g. B.S. in Accounting) of affected student:

Date of attendance at institution (*mm/dd/yyyy*): Start: _____ End: _____

Have you gone through the institution's formal complaint process? Yes No

If you answered "yes," please submit documentation showing that you have exhausted your appeals at the institutional level. Please see page 2 on how to submit such documents.

If you answered "no," please explain in your detailed complaint description why you were unable to complete the complaint process. Note that the Commission will normally only address complaints after a student has exhausted his/her appeals at the college or university level.

SCHOOL INFORMATION

Name of Institution: _____

Location of institution (*city*): _____ State: _____

COMPLAINT

Please describe your complaint in detail, including the names of any college or university faculty or staff you spoke to about the complaint. Attach additional sheets as needed.

Please give titles and contact information for the individuals, if any, you mentioned above.

How would you like your complaint to be addressed? Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions or discipline/conduct matters.

Will you be submitting additional documentation, such as e-mails from school officials, transcripts, course syllabi, contracts, brochures, catalogs and/or tuition bills, which substantiates your complaint? Yes No

Please attach any documents that support your above complaint and/or show that you have gone through your institution's complaint procedure and email this form to complaints@che.in.gov or mail to:

Indiana Commission for Higher
Education Attn: Complaints
101 West Ohio Street, Suite 550
Indianapolis, IN 46204-1984

By submitting this form, I affirm that I am a current or former student of the institution named above or the parent or guardian of a current or former student of that institution who is currently under age eighteen (18) and is under my legal guardianship. I agree to allow the Indiana Commission for Higher Education to submit a copy of my complaint and supporting materials to the above named institution and/or state portal agency for a response. I further authorize the institution to transmit student records related to me or to the individual(s) under my guardianship affected by the institution's actions to the Commission for review. I understand that I may have to submit an information release form to the institution. Additionally, I recognize that my complaint may be subject to Indiana's public records law as defined in Indiana Code 5-14-3. I certify that the information I have provided to the Commission is complete, true, and correct to the best of my knowledge and belief

Print Name

Signature

Date (mm/dd/yyyy)