

Indiana University Kokomo Academic Affairs Formal Complaint Form

Instructions: This form is to be used by students to file formal complaints against employees within Academic Affairs, including faculty, advisors, and academic secretaries. Before filing a formal complaint, students are encouraged to first meet with the person they wish to complain about, and then their supervisor, to attempt to resolve the situation. If it cannot be resolved and the student desires formal action, the student should complete this form and submit it to Marsha McKinley, KO 290, mlmckin@iuk.edu.

Complaints involving discrimination or sexual violence should be handled by the processes of the [Office of Affirmative Action](#).

Student's Name: _____

Date: _____

Student ID #: _____

Major: _____

Best Phone Number: _____

Best Email Address: _____

Name of Faculty/Staff Member You Are Filing Complaint Against: _____

Please Summarize Your Complaint in the Space Below

Below This Line to Be Completed by the Dean or Director

Summarize the Response to This Complaint in the Space Below

Dean: _____

Date: _____

Note: Deans and Director should submit this form to Marsha McKinley