

THE UNIVERSITY OF ALABAMA®

Student Complaint Form

Internal Complaint Process for Students Regarding Educational Programs

(For Complaints Regarding Consumer Protection, Licensure, Quality of Education or Accreditation, etc.)

Please complete the following Student Complaint Form and FERPA Consent Form and mail them with all supporting documentation to The University of Alabama, Attention: Kevin Whitaker, Interim Provost, Office of Academic Affairs, Box 870114, Tuscaloosa, AL 35487-0114. You may also scan all of your documents (student complaint form, FERPA consent form, and supporting documentation) and email them to provost@ua.edu.

Date

Academic Year/Term

Complainant Information:

Name

CWID

Local Address:

Permanent Address:

Address/P.O. Box

Address/P.O. Box

City

City

State

Zip Code

State

Zip Code

Phone

Alternate Phone

Crimson Email

Alternate Email

Major/Program of Study: _____

Initial Enrollment Date: _____

Are You Currently Enrolled?: Yes No

If Not Enrolled, Are You a Prospective Student?: Yes No

Describe your complaint in the space below. Specify any dates, University staff you interacted with, the name of the office/division and location, monies owed if any, balances due if any, etc. Attach additional page(s) as necessary.

Prior to submission of this form, did you seek initial assistance with another University office? Complete section by including name of contact made (check all that apply):

Phone Call: _____ Date(s): _____

In Person: _____ Date(s): _____

Letter: _____ Date(s): _____

Email: _____ Date(s): _____

Have you contacted another agency, organization or legal representation about this matter?: ___ Yes ___ No

If yes, please give name of agency, organization or legal representative.

What outcome/remedy do you seek regarding this matter?:

Certification:

I certify that the above information is true and correct to the best of my knowledge and grant The University of Alabama permission to release my name and complaint details to appropriate University entity(ies) for response.

Printed Name

Date

Signature

Date

**FERPA (Federal Educational Rights and Privacy Act)
CONSENT TO RELEASE STUDENT INFORMATION**

_____, am a current/former/prospective student (circle appropriate status) at The University of Alabama. I have submitted to The University of Alabama a written complaint regarding a violation of consumer protection laws, a violation of law or rules regarding licensure of a University of Alabama program, or regarding the quality of education or other state or accreditation requirements on _____ (date).

I hereby consent to the University's release of any of my educational records, including personally identifiable information that The University of Alabama determines is relevant and necessary in response to my complaint. I also authorize representatives of The University of Alabama to discuss the details of my complaint with other appropriate internal and/or external entities, to include specific accreditation organizations and legal representatives.

Printed Name

Date

Signature

Date