

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: Jim Dalton, 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:

Street number and name/P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Permanent Address:

Street number and name/P.O. Box: _____

City: _____ 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 (complete blanks for 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**

I, (name:) _____, am a
(select or mark appropriate status) current: _____ former: _____ prospective: _____
student 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:** _____