



Student Complaints

Please refer to the Student Complaint Policy located in the Student Handbook before filling out this form. This form is to be used to submit a formal complaint students have been unable to satisfactorily resolve with the faculty, staff, students or others involved.

Please complete all fields so your complaint may be directed to the proper Saint Paul official(s). Additionally, please include a re: Student Complaints in the subject line of your email. Email your complaint to the Associate Dean of Student Affairs (ADOSA) margaretta.narcisse@spst.edu or the Vice President of Academic Affairs and Dean (VPAAD) j.hoeft@spst.edu if the complaint is against the ADOSA.

Printed Complaints may be submitted anonymously; however, unless you include your contact information, Saint Paul will be unable to investigate your complaint or respond back to you regarding the subject matter.

Printed Complaints may be submitted anonymously if placed in an envelope addressed to the ADOSA margaretta.narcisse@spst.edu or VPAAD j.hoeft@spst.edu if complaint is against the ADOSA ; however, unless you include your contact information, Saint Paul will be unable to investigate your complaint or respond back to you regarding the subject matter.

STUDENT COMPLAINT FORM

Student Name: _____

Student Address: _____

Student Phone Number: _____

Student Email: _____

Describe your complaint in detail. Include names, locations, and dates involved:

Describe your attempts to resolve this matter up to now:

Describe the resolution you hope for:

Attach any files you want to present related to the complaint.

Office Use only:

Received by _____

Date Received _____