



# Student Complaint Form

Sacred Heart Seminary and School of Theology (“SHSST”) seeks to resolve all student concerns in a timely and effective manner. To that end, this complaint process serves as an ongoing means for students to discuss concerns or register formal complaints. The Student Complaint Form is to be used to submit a formal complaint when a student has been unable to satisfactorily resolve an issue with the SHSST faculty, staff or another student.

The Student Complaint Policy applies to student complaints or concerns including, but not limited to, Educational Principles & Parameters, sexual misconduct, discrimination, accommodations, and ethical concerns. Before submitting the Student Complaint Form, please refer to the SHSST School, other program or department handbooks.

Student Complaint Forms will receive careful consideration with the objective of promptly investigating the reported incident and addressing any improper conduct or violation through SHSST policy.

Please fill out the following:



## PERSONAL INFORMATION

LAST NAME:

FIRST NAME:

STREET:

CITY:

STATE:

ZIP CODE:

EMAIL ADDRESS:

PHONE NUMBER:

Program of Study:      Master of Divinity  
                                 Master of Arts  
                                 English and Cultural Studies  
                                 Non-degree



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**When did the incident resulting in your complaint occur?**

School Term:

Date of Incident:

Time of Incident:

Location of  
incident:

If the complaint involves a specific person(s), what is their name(s) and title(s)?

If the complaint involves a specific class, what is the name of the class?

If the complaint involves a specific department, what is the name of the department?

Detailed account of incident:  
attach additional pages if needed)

Describe steps taken to resolve incident:

Additional Supporting documentation attached:

Yes

No

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Signature

Date

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**For Office Use Only**

**Date Received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

**Resolution Response:**