

**Murray State College**  
Tishomingo                      Ardmore

**STUDENT ISSUE/CONCERN FORM**

An "issue/concern" is a student's timely (normally within 10 working days) written expression of dissatisfaction with a specific area within the institution's control, but is outside the student's control. When an issue or concern occurs the first course of action is to attempt to resolve the matter with the offending party through informal discussion. If an attempt to resolve the issue or concern is unsuccessful the next course of action is to submit a STUDENT ISSUE/CONCERN FORM as instructed below.

**Informal Process for Issue/Concern Resolution**

A student issue or concern must be submitted to the Vice President for Student Affairs, who will acknowledge receipt of the form and seek resolution. A response should be received within 10 working days.

Please provide information regarding the issue/concern on this form and attach additional pages if necessary.

Date submitted: \_\_\_\_\_ Date incident occurred: \_\_\_\_\_ Student ID Number \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email: \_\_\_\_\_ Campus:            Ardmore            Tishomingo

Please Check Appropriate Type of Issue/Concern:

<input type="checkbox"/> Academic/Classroom	<input type="checkbox"/> Technology Services	<input type="checkbox"/> Resident Life/Housing
<input type="checkbox"/> Faculty Proficiency in Written /Spoken English	<input type="checkbox"/> Business Office	<input type="checkbox"/> Student Life
<input type="checkbox"/> Faculty Other	<input type="checkbox"/> Media Center	<input type="checkbox"/> Student Support Services
<input type="checkbox"/> Registrar/Admissions	<input type="checkbox"/> Public Information	<input type="checkbox"/> Athletics
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Bookstore/Retail Services	<input type="checkbox"/> Personal Student Need
<input type="checkbox"/> Facilities/Maintenance/Campus Police	<input type="checkbox"/> Campus Dining Services	<input type="checkbox"/> Other
<input type="checkbox"/> Financial Aid & Academic Support	<input type="checkbox"/> Outreach	

Please give a brief description of the issue/concern including the names of offending party (use additional pages if necessary):

Have you discussed the issue/concern with the offending party? \_\_\_yes \_\_\_no

If yes, what was the response?

**You may email this form directly to: Michelle Gray, Vice President for Student Affairs    mgray@mscok.edu**

**For Administrative Purposes Only:** Date Received: \_\_\_\_\_ Forwarded to: \_\_\_\_\_ Student contact: \_\_\_email \_\_\_call

Outcome: \_\_\_\_\_