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:

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

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: Michaele Gray, Vice President for Student Affairs mgray@mscok.edu

For Administrative Purposes Only: Date Received: ______ Forwarded to: ____________________________ Student contact: ___email ___call

Outcome: ________________________________

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