Murray State College

STUDENT ISSUE/CONCERN FORM

Murray State College recognizes that issues/concerns between are bound to occur from time to time. 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.

Informal Process for Issue/Concern Resolution

An issue/concern must be brought to the attention of the student service’s representative (Director of Student Life), who will respond within 10 working days, and if it is not resolved at that level, it will be referred to the next administrative level according to the organizational chart. That level will respond 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:________________________________________

Please check appropriate type of issue/concern:

- Academic/Classroom
- Academic Advisement
- Athletics
- Bookstore
- Business Office
- Campus Police
- Copy/Media Center
- Disciplinary Concerns
- Housing
- Horse Center
- Human Resources
- Johnston Co. Sports Complex
- Outreach
- Physical Plant/Maintenance
- Public Information
- Registrar/Admissions
- Sodexo/Cafeteria Services
- Student Life
- Technology Services
- Personal Student Need

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

Person/People involved:

Have you discussed the issue/concern with the people involved? ___yes ___no

If yes, what was the response?

For Administrative Purposes Only:

Date Received:______________ Forwarded to:________________________________ Follow up with Student: __email __call

Outcome:_________________________________________________________________________________________