

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:

<input type="checkbox"/> Academic/Classroom	<input type="checkbox"/> Academic Advisement	<input type="checkbox"/> Athletics
<input type="checkbox"/> Bookstore	<input type="checkbox"/> Business Office	<input type="checkbox"/> Campus Police
<input type="checkbox"/> Copy/Media Center	<input type="checkbox"/> Disciplinary Concerns	<input type="checkbox"/> Housing
<input type="checkbox"/> Horse Center	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Johnston Co. Sports Complex
<input type="checkbox"/> Outreach	<input type="checkbox"/> Physical Plant/Maintenance	<input type="checkbox"/> Public Information
<input type="checkbox"/> Registrar/Admissions	<input type="checkbox"/> Sodexo/Cafeteria Services	<input type="checkbox"/> Student Life
<input type="checkbox"/> Technology Services	<input type="checkbox"/> 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: _____