



AMERICAN UNIVERSITY OF IRAQ SULAIMANI

Undergraduate Student Complaint Form

A student with a complaint against a professor must take these three steps before filling out the complaint form:

- a) Talk to the professor to try and resolve the issue.
- b) Talk to the department chair (or the Dean of Faculty if the complaint is against a department chair) if the complaint is not resolved in a way satisfactory to the student.
- c) Inform the Dean of Students about the unresolved complaint, and give him / her the opportunity to try to resolve the issue.

Date: _____

Student Name: _____ Student ID Number: _____

Name of Professor you are filing this complaint against: _____

Name of course in question: _____

Yes, I have emailed or talked to my teacher about this issue.

Date of this meeting: _____

Yes, I would like to file an official complaint.

Explain as clearly as possible what happened. (Please attach all emails to and from the instructor on this matter and other relevant documentation.)



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Explain as clearly as possible what happened. (Continued)

Follow-up notes from the Department Chair / Dean of Students:

Resolution:

Student Signature: _____ Date: _____

UG Professor: _____ Date: _____

UG Department Chair: _____ Date: _____

Dean of Students: _____ Date: _____

Dean of Faculty: _____ Date: _____

Approved: December 2017