



## Middle Tennessee School of Anesthesia Student Complaint Form

MTSA encourages and welcomes feedback on aspects of its operation. It recognizes the rights of students to express dissatisfaction or make complaints about processes or services provided by MTSA. Grievances are complaints brought by students regarding MTSA's provision of education and academic services affecting their role as students. Grievances must be based on a claimed violation of a MTSA rule, policy, or established practice. This policy does not limit MTSA's right to change rules, policies, or practices.

Please note this form is not meant to replace the process required by an Academic Grievance. Those processes for contesting grades or course credit are outlined in the Academic Grievance Procedures found in the **MTSA Student Handbook**. A separate policy and procedures are in place for handling complaints of sexual harassment. Complaints concerning sexual harassment are directed to the Title IX Coordinator.

**Student Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_@mtsa.edu

**Contact Phone:** \_\_\_\_\_ **Best time to reach you:** \_\_\_\_\_

**Nature of complaint/concern:** \_\_\_\_\_

Please describe in detail below the incident(s) about which you wish to submit a complaint, providing as much information as possible regarding date, time, location and specifics including names of people involved in the incident. Provide additional pages as necessary.

What have you done to resolve this issue?

What do you think would be a fair resolution to this matter?

Any complaint about employees of the college may result in an internal investigation, the contents of which may not be made public, even to the person originating the complaint in order to protect the rights of the accused party. In submitting this form to the Office of the Dean, I, the undersigned student, acknowledge that I may be held liable for any false statement, and that submitting a false statement is a violation of the MTSA Standards of Conduct.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_