

BLUE MOUNTAIN CHRISTIAN UNIVERSITY  
Policy 4.15: Student Complaints

**Student Formal Complaint**

**Form 4.15.01**

Complete this form and submit to the Vice President for Student Services. May be sent via facsimile to 662-685-4776.

Student Contact Information		
Last Name	First Name	Middle/Maiden Name
Street Address		
City	State	Zip Code
Telephone Number ( )	BMCU Student Email Address	
BMCU Student ID Number	Term and Year Last Attended	
Complaint Information		
Area of the University involved in the Complaint: <input type="checkbox"/> Academic policy/procedure <input type="checkbox"/> Administration <input type="checkbox"/> Services <input type="checkbox"/> Facilities <input type="checkbox"/> Instructor :		
Name: _____ Course Name & #: _____ Semester: _____		
Please describe how you have attempted to resolve this issue through the Blue Mountain Christian University informal complaint process.		
With whom have you spoken (University officials)? _____		
When? _____ What was the outcome? _____		
Why are you pursuing the formal complaint process? _____		
<b>Please note that Blue Mountain Christian University will only investigate formal complaints after the student has first attempted to resolve the issues informally.</b>		
Please explain the circumstances of this formal complaint. (Be specific in explaining your concerns. Include dates and names of individuals who may be involved. Please attach any supporting documentation or additional information you think is relevant to this complaint. Use additional pages as necessary.)		
Student Signature _____ Date _____		
INTERNAL USE ONLY		
Decision:		
Decision Rationale:		
Signature _____ Date _____		