



Student Issue Form

Students with complaints or concerns are urged to contact the appropriate college personnel in order to receive assistance (see S D J H). It is the desire of Niagara College to resolve any such issues in a prompt and courteous manner. To familiarize yourself with the complaint resolution process, please refer to the Complaints & Concerns section of the Student Handbook www.ncsac.ca

**** As a first step, discuss or attempt to resolve with the student or staff member involved****

Your Name: _____ Student Number: _____

Your Program: _____ Term: _____

Campus Location: _____

Your Phone Number: (_____) _____ Best Time to Call: _____

Your Email Address: _____

WHAT IS YOUR CONCERN OR ISSUE? (Describe situation in clear, simple terms.)

(Please add another sheet, if necessary).

BACKGROUND:

When did this occur? Date, Time.

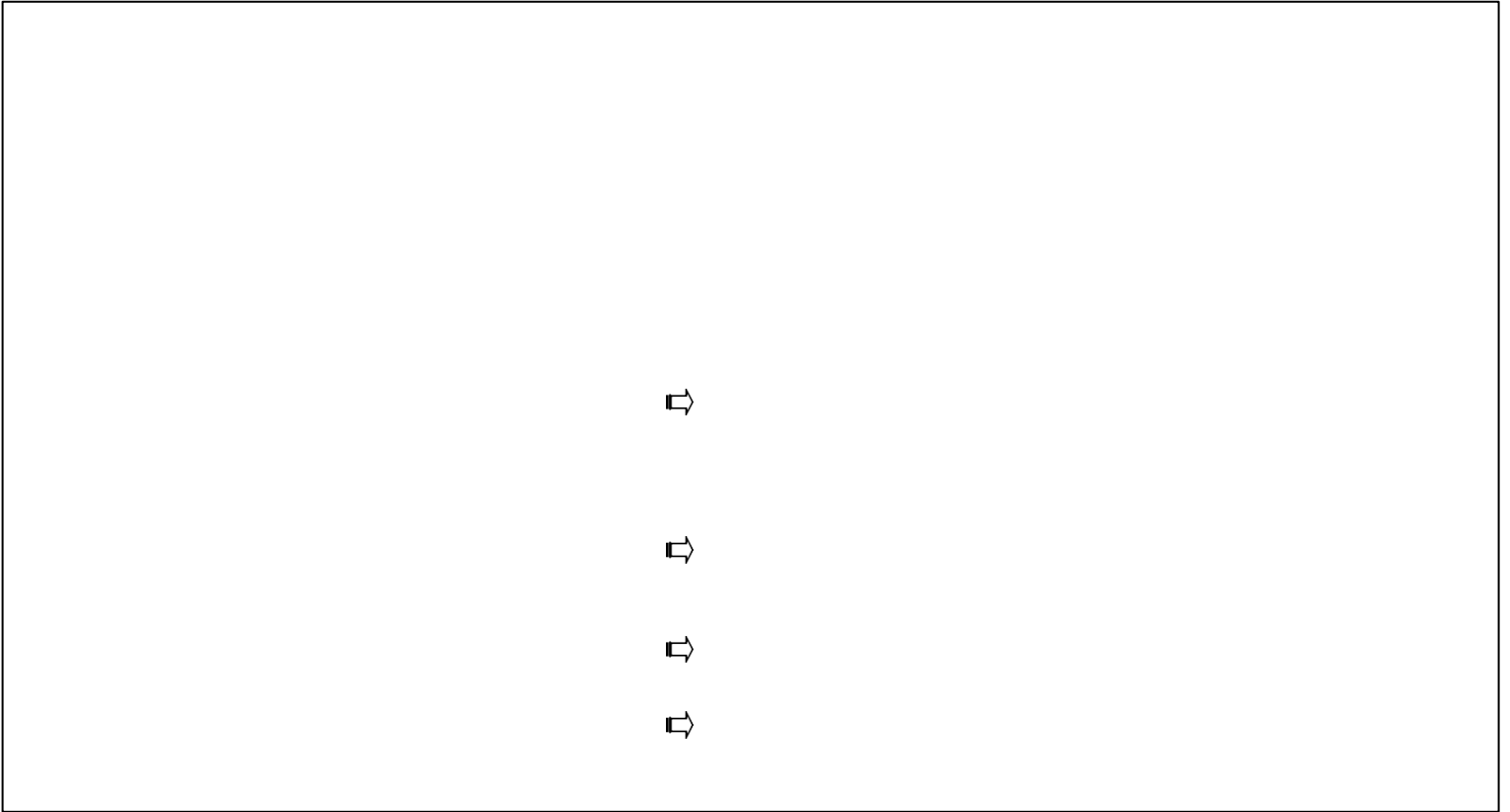
Where did this occur? Location, i.e., room, building, city.

Who was involved? Staff? Students? Police? Security?

Witnesses? Did anyone else see/hear what may have happened? Provide names and phone numbers, if possible.

RESOLUTION PROCESS:

Describe what actions you undertook to resolve the situation. Include measures that were implemented in



⇨

⇨

⇨

⇨