



Office of the Dean of Students
Maryville University
650 Maryville University Dr.
St Louis, MO 63141

STUDENT COMPLAINT FORM

Maryville University is committed to treating all students fairly and respectfully and to ensuring that its student services and operations are conducted in an ethical and responsible manner. A student may file a complaint in accordance with the Student Complaint Policy if they believe their educational progress has been impeded by an incident that violates stated Maryville University policies, practices, principles, or other written expectations. Please refer to the [Maryville University Student Complaint Policy](#) found in the [Maryville Policy Library](#) before completing this form.

Instructions: Complete all fields, using additional pages as needed, sign the form, and send via email, campus delivery, or regular mail to:

Dean of Students
Maryville University
650 Maryville University Drive
St. Louis, MO, 63141
jfitzpatrick@maryville.edu

For their records, the submitter should retain a copy of the complaint, including any supporting documentation. Copies, not original documents, should be submitted as supplemental materials. Any original documents will not be returned.

Complaints may be submitted anonymously; however, unless the author signs the form and provides contact information, Maryville University will be unable to investigate the complaint or provide a response to the submitter regarding the subject matter.

Complaints will be reviewed by the Dean of Students and may be redirected to other University officials for assistance.

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SECTION 1: PERSONAL INFORMATION

Full legal name (as enrolled):	Expected year of graduation:
Mailing address:	Major:
City, State, Zip:	Email address:
Telephone:	Preferred method of contact: <input type="checkbox"/> email <input type="checkbox"/> phone <input type="checkbox"/> U.S. Mail
Maryville ID No.	Last date of attendance (if not currently in attendance at Maryville):

SECTION 2: INFORMATION ABOUT YOUR COMPLAINT

First date on which the events or issues occurred:	Name(s) of the persons involved:
<p>Please describe your complaint in detail. Include the names of persons, locations, and dates involved. Use additional sheets if you need more space. If this complaint is against specific person(s), please list their names and titles.</p>	

What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired.
Why do you think the complaint was not able to be resolved in your prior attempts?
What resolution would you consider fair? What resolution do you seek?
Any other information you want to provide?
Is there any person who you do NOT want to be told of your complaint? (Keep in mind that it may be difficult to resolve if those involved cannot be asked to explain or respond). NOTE: RETALIATION AGAINST A STUDENT FOR MAKING A COMPLAINT IS ABSOLUTELY PROHIBITED.

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to Maryville officials for purposes of investigation and response.

Signature:

Date:

Effective: 07/01/2020