



University Complaint Form

Policy on University Complaint

Box 20521
3219 College Street
Savannah, GA 31404
P: (912) 358-3118
F: (912) 358-3159

Savannah State University is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administrators. Students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved when possible. For matters where a resolution is not feasible, a Grievance/Complaint Form can be completed and filed with the Division of Student Affairs located in Room 247 of the King Frazier Student Center.

A complaint form may be obtained from the Student Government Association office, Office of the Vice President of Student Affairs, Office of Academic Affairs, University Housing & Residence Life, all residence halls, and the King Frazier Student Center. All completed forms are kept on file in the Office of the Vice President for Student Affairs. The complaint is logged, assigned a number, and forwarded to the Vice President of the area of the complaint. The Vice President of the area is responsible for providing a response to the complainant.

A hardcopy of the University Complaint Form can also be retrieved from Division of Student Affairs Office. The complaint form must be completed and hand-delivered the Office of the Vice President for Student Affairs (King-Frazier Student Center, room 247) by the student. Upon receipt of the complaint, the form is reviewed and forwarded to the appropriate office based on the subject matter as articulated in the examples below:

Filing a Complaint

- If the complaint is against a student for violation of code of student conduct, the complaint is forwarded to Ms. Bonita Bradley, Assistant Vice President for Student Affairs & Enrollment Management.
- If the complaint alleges discrimination based on race, color, sexual orientation, religion, national origin, age, disability, the complaint is forwarded to Ms. Dana Daniels, Chief Human Resources Officer.
- If the subject matter is a residence hall complaint, the complaint is forwarded to Mr. Michael Sharpe, Director, University Housing & Residence Life.
- If the subject matter is an academic complaint, the complaint is forwarded to Dr. Mohamad Mustafa, Interim Provost and Vice President for Academic Affairs.

Complete the Complaint Form below and return it to the Division of Student Affairs, King-Frazier Student Center, room 247

Nature of Complaint:

Academic Housing Public Safety Parking Financial Aid Food service Personnel Other

Name _____ Date _____ Student
ID _____ E-mail _____ Address
Phone (day) _____ Complaint filed with _____

Describe the nature of your complaint. (Be factual. Include names, dates, and other specific information. Describe actions you have taken to resolve the issue, e.g., discussed concern with instructor. Use reverse side if necessary).

The information given in this complaint is true and accurate to the best of my knowledge.

Your signature: _____ Date: _____

Received in the Office of Student Affairs by: _____

Signed _____ Date Received _____