

# Utica College Student Formal Complaint Form

**If you have exhausted the informal process and still have not resolved the issue**, please complete this form and email it to the appropriate office, listed below. If you have questions or need help in completing this form, contact the appropriate office, listed below:

**Undergraduate Students:**  
Center for Student Success  
Email: [studentsuccess@utica.edu](mailto:studentsuccess@utica.edu)  
Call: (315) 223- 2555  
Stop by:  
1600 Burrstone Road  
117 Hubbard Hall  
Utica, NY 13502

**Graduate Students:**  
Office of Graduate Studies  
Email: [ogs@utica.edu](mailto:ogs@utica.edu)  
Call: (315) 792-3335  
Stop by:  
1600 Burrstone Road  
120 White Hall  
Utica, NY 13502

Student Contact Information		
Last Name	First Name	Middle Initial
Street Address		
City	State	Zip Code
Telephone Number	Utica College Student Email Address	
Student ID Number	Term and Year Last Attended	

## Complaint Information

- 1. Explain the circumstances leading to this formal complaint. Be specific in explaining your concerns, including dates, location and the names of individuals who may be involved. Please attach any supporting documentation or additional information you think is relevant to this form as part of your email submission.**

**2. Describe your attempts to resolve the issues leading to your formal complaint. Be specific in explaining your efforts; including dates, location, names of individuals, and include information about the college's response. Please attach any supporting documentation or additional information you think is relevant to this form as part of your email submission.**

**3. What would you consider to be an acceptable resolution to your complaint?**

**4. Have you filed a complaint with any other organization related to this incident?  Yes  No**

**If yes, please provide us with the name of the organization(s) and date when the complaint was filed.**

**Utica College will use the information you provide to assist with resolving your formal complaint. By signing this document and submitting a formal complaint, you consent to Utica College's disclosure of any protected or confidential information that may be needed to review your complaint, including referring complaints to another organization with jurisdiction and authority over the issue.**

**The information given in this complaint is true and accurate to the best of my knowledge and I understand that if I fail to respond to requests for additional information or to questions about this complaint, the college may dismiss my complaint.**

**Student Signature: \_\_\_\_\_**

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

**Typing your name in this blank signifies that you have read and agreed to the statements above.**