

**Open Communication Policy  
Student Complaint Form**

1. Name the person to whom you are addressing your complaint.
  
2. State the nature of the complaint in one or two sentences.
  
3. Briefly describe the details of the complaint, including what EMU policy or procedure you believe has been violated.
  
4. Describe the actions you have taken to resolve your complaint, your desired outcome and any responses to date.

Please sign this form to certify that all the information above is true and complete to the best of your knowledge.

Your signature \_\_\_\_\_

Date \_\_\_\_\_

Email address \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing address \_\_\_\_\_