

Student Complaint Procedure

The City College of New York is committed to 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 formal complaint can be made by completing a Student Complaint Form. All formal complaints must be made in writing and submitted through the form below within five business days of the alleged event(s), which led to the complaint. Once received, the complainant will receive an e-mailed acknowledgement within two business days and the complaint will be forwarded to the Dean of Student Development for review.

Complaints may be submitted anonymously; however, unless you include your contact information we will be unable to respond back to you regarding the outcome.

The Student Complaint Form should **not** be used for

- Discrimination or Sexual Harassment Complaints <http://www.ccnycuny.edu/affirmativeaction/>
- Academic Appeals (contact the Office of Academic Standards)
- Community Standards (aka conduct) contact the Office of Student Affairs

If this is an emergency situation, please contact public safety at (212) 650-7777.

First Name: _____ Last Name: _____

Email Address: _____ Phone #: _____

Date of Incident: _____ Location of Incident: _____

Name of Parties Involved: _____

Detailed description of Event: