



## Student Issue Form

Students with complaints or concerns are urged to contact the appropriate college personnel in order to receive assistance (see S D J H). It is the desire of Niagara College to resolve any such issues in a prompt and courteous manner. To familiarize yourself with the complaint resolution process, please refer to the Complaints & Concerns section of the Student Handbook [www.ncsac.ca](http://www.ncsac.ca)

**\*\* As a first step, discuss or attempt to resolve with the student or staff member involved\*\***

Your Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Your Program: \_\_\_\_\_ Term: \_\_\_\_\_

Campus Location: \_\_\_\_\_

Your Phone Number: (\_\_\_\_) \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

WHAT IS YOUR CONCERN OR ISSUE? (Describe situation in clear, simple terms.)

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(Please add another sheet, if necessary).

### BACKGROUND:

When did this occur? Date, Time.

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Where did this occur? Location, i.e., room, building, city.

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Who was involved? Staff? Students? Police? Security?

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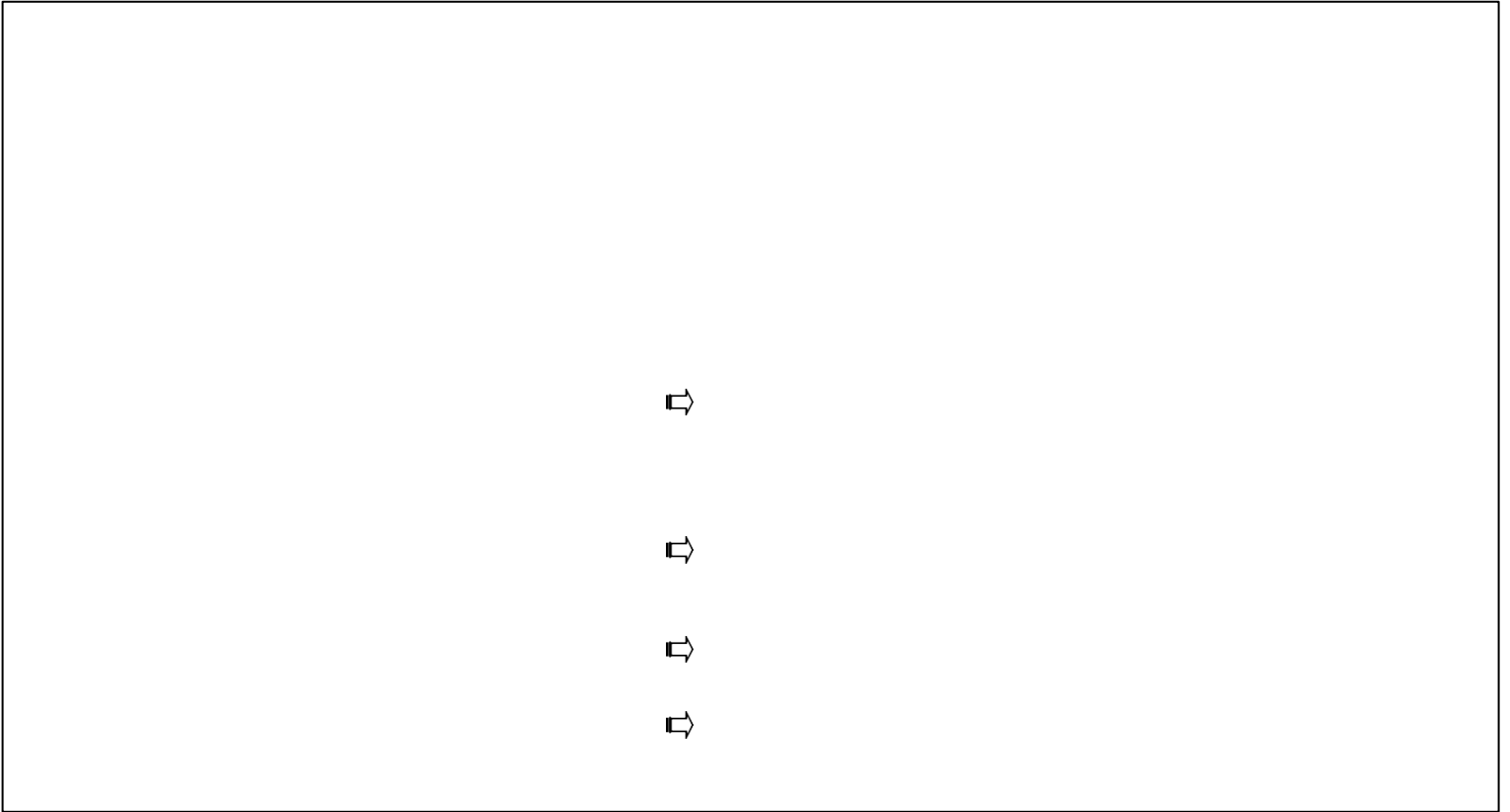
Witnesses? Did anyone else see/hear what may have happened? Provide names and phone numbers, if possible.

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**RESOLUTION PROCESS:**

Describe what actions you undertook to resolve the situation. Include measures that were implemented in



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