This form is not to be used for complaints involving sexual harassment or any other form of gender discrimination under Title IX. Such misconduct should be reported immediately to the Title IX Coordinator in Room B115 or https://www.racc.edu/student-life/report-concern-or-incident

--- Student Concerns Involving Faculty ---

Name of Student: ___________________________________________ Date: ______________________

Student ID #: ____________________ Phone: ____________________ Email: ____________________

Name of Faculty Member: __________________________________________

Course Title and Number: ____________________________ Semester and Year: __________________

PROCEDURES TO FOLLOW:

1. Set up an appointment to meet with the faculty member to discuss your concern. If you are unable to resolve your concern after meeting with your faculty member, or do not wish to meet with your faculty member, go to step 2.

   I have discussed the concern(s) with the faculty member. _____ Yes _____ No

   If “No,” why not? ________________________________________________

   If “Yes,” on what date did this meeting occur? __________________________

   How was the concern resolved? _______________________________________

   Student Signature: _______________________________________________ Date: ________________

2. If you have not been able to resolve your concern after meeting with the faculty member, you need to write a detailed description of your concern and attach that description to this form.

3. Meet with the appropriate Division Associate Dean regarding your concern. Provide a copy of the detailed written description of your concern (referenced in step 2) to the Associate Dean.

   I have discussed the concern(s) with the Division Associate Dean.

   _____ Yes _____ No

   If “No,” why not? ________________________________________________

   If “Yes,” on what date did this meeting occur? __________________________

   How was the concern resolved? _______________________________________

   Student Signature: _______________________________________________ Date: ________________

Division Associate Dean Signature: __________________________ Date: ____________
Once an Associate Dean becomes aware that a student has (or students have) a concern or concerns involving a faculty member, then the Associate Dean will notify—via an oral briefing—the appropriate faculty member about the nature of the concern(s).

4. If your concern has not been resolved after meeting with the Associate Dean, set up an appointment to meet with the Dean of Instruction.

   I have discussed the concern(s) with the Dean of Instruction.

   _____ Yes   _____ No

   If “No,” why not? _____________________________________________________________

   If “Yes,” on what date did this meeting occur? _________________________________

   How was the concern resolved? _____________________________________________

   Student Signature: ___________________________  Date: _______________________

   Dean of Instruction Signature: ______________________  Date: __________

**NOTE:** The student may discuss the concern(s) with his/her Academic Advisor and/or a Counselor at any time during the process.

   STRK notes entered in Ellucian on _________________

   Date