

**Writing Program
Illinois State University**

Student Concern Form

Instructions: should you have a problem with a Writing Program course or instructor, please completely fill out this form and return it to the Writing Program Assistant Director. After the form is received, you will be contacted to set up an appointment to discuss your concern.

Any information discussed in this meeting will be kept confidential, meaning that your instructor won't be contacted unless you give specific permission for the Writing Program to do so. (Please see signature line at the end of this form for your approval).

However, should your report involve either harassment or a violation of university policy, the Writing Program is legally obligated to follow a university protocol for reporting such incidents.

If you have questions, please feel free to contact the Writing Program Assistant Director.

Contacts:

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Student Name _____ **Date** _____

ISU ID # _____

Phone _____ **Email** _____

Course # _____ **Semester** _____ **Course title** _____

Instructor _____

Have you contacted your instructor regarding this issue? Why or why not? By phone or email? If by email, would you be able to provide copies of the messages?

If yes, describe the nature of the discussion and outcome.

Have you contacted any other department faculty, staff, or administrator regarding this issue?

If yes, describe the nature of the discussion and outcome.

Did you receive a syllabus or other documents explaining class policies at the beginning of the semester?

Were you provided with further assignment sheets and other written materials? Please be prepared to supply copies of these documents.

Do you have an immediate need in relation to the issue that led to your filing this form?

Do you believe that you are the only student affected by this situation? If no, please explain.

Using the back of this form, provide as complete a narrative as possible (including dates), in your own words, describing the nature of the problem, how and when it began, and the nature of the situation now. It is very important that you provide specific examples and detailed information regarding your concern. Overall dissatisfaction with a course or instructor is not sufficient.

I give my permission for the Writing Program Director or Assistant Director to discuss the contents of this form with the instructor named above

_____ **Date** _____