
Columbia Theological Seminary welcomes open communication from students regarding its policies and practices. Student feedback helps members of the administration, faculty and staff evaluate, clarify and improve processes and procedures.

If a student has a complaint, the student should, first, attempt to resolve the complaint with the directly responsible individual. If direct communication is not possible and/or unsuccessful, the student should communicate with the directly responsible individual's supervisor.

If direct communication and/or supervisor communication is not possible or unsuccessful, a student may lodge a more formal complaint using this Student Complaint Form and submit the form to the dean of students. If the complaint is with the dean of students, the student may submit the Student Complaint Form to the president of the seminary.

More detail about the Student Complaint Policy and Grievance Procedure may be found in the Student Handbook. Please note that any complaints regarding Title IX and Sexual Misconduct should be reported according to the policy listed in Appendix F of the student handbook.

Name: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

About which area(s) are you submitting this complaint?

- | | |
|--|---|
| <input type="checkbox"/> Academic Affairs (including online courses) | <input type="checkbox"/> Library |
| <input type="checkbox"/> Advanced Professional Studies | <input type="checkbox"/> Lifelong Learning |
| <input type="checkbox"/> Business Office | <input type="checkbox"/> Refectory |
| <input type="checkbox"/> Columbia Personnel | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Contextual Education | <input type="checkbox"/> Student Life and Formation |
| <input type="checkbox"/> Equity, Diversity, & Inclusion | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Facilities | <input type="checkbox"/> Worship |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> International Programs | |

Date(s) of Incident: _____

Describe the incident in detail. Be specific. If the event involves a person, include the person's name and title (if staff). *(Attach additional pages if necessary.)*

What steps have you taken to resolve this situation?

What is your desired outcome?

Student Signature: _____

Date: _____