STUDENT CONCERN FORM

Directions: This form is to share concerns/feedback about an MLFTC program, course or instructor. If this is a concern with an instructor, prior to completing this form, you must first discuss the concern directly with the instructor. Once completed, submit to Executive Director, Erica Mitchell at erica.mitchell@asu.edu

Student Name:       Student ID:

Program:

If this is an issue with the instructor or course, please include course number and instructor name:

Describe the issue you would like to discuss. Please include time, place, and individuals involved. If there is more than one issue, please number the issues in the space below.

Document the steps/attempts you have taken to address the issue. Include dates, times and the outcomes of those steps/attempts.

Please describe your desired outcome. In other words, what would you like to be an outcome of sharing this concern?

Thank you for sharing your concern. An ASU representative will follow up with you within 48 hours.