

# Student Complaint/Concern Form - For Non-admitted Students Only\*

Please use this form to report complaints or concerns that are not related to grades. Requests to appeal a grade or other academic decision must be submitted using the Appeal of Academic Decisions Form. Form can be emailed directly to **RyanC@trocaire.edu**

**\*All accepted Trocaire Students with student ID/log in credentials should use the form available on MyTrocaire SharePoint**

\* Required

\* This form will record your name, please fill your name.

1. Student Name (First Last) \*

2. Student ID#: \*

3. Student Phone Number: \*

4. Trocaire Email \*

5. If currently enrolled, what is your Academic Program? \*

- Biology
- Cybersecurity
- Data Analytics
- Diagnostic Medical Sonography
- Echocardiography
- General Studies
- Healthcare Infomatics
- Healthcare Management
- LPN
- Management
- Massage Therapy
- Medical Assistant
- Radiologic Technology
- RN
- Surgical Technology
- Veterinary Technology

6. Within what area of the college does this complaint fall? (Pick One) \*

- Academics/Faculty/Staff/Other
- Advisement
- Americans with Disabilities Act
- Career Services
- Clinical Health Records
- College Health Records
- Facilities
- Family Education Rights and Privacy Act FERPA
- Financial Aid
- Human Resources
- Mercy Action Project
- Student Accounts
- Student Issue/Conduct/Policies
- TRiO/CSTEP programs
- Trocaire Opportunity Program TOP
- Tutoring
- Veterans Benefits
- Other

7. Please explain the circumstances of the concern. Be specific: include date, location, names, etc. \*

8. What steps have you taken to resolve your complaint? \*

9. What is your desired outcome? \*