



# Virginia University of Lynchburg

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**Office of Student Affairs**

**STUDENT FORMAL WRITTEN COMPLAINT FORM**

**Student Contact Information**

First Name	Middle Name	Last Name
Student ID Number	Student VUL Email Address	

**Type of Complaint**

- Academic
- Financial Aid
- Student Account
- Food Service
- Housing
- Campus Safety or Security
- Personnel
- Other, please be specific

**Location of Incident**

<b>Date of Incident</b>	<b>Time of Incident</b>
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## **Description of Complaint**

Please provide a factual and detailed description of the incident. Include names, dates, and any other relevant information.

## **Supporting Evidence**

What evidence do you have to substantiate your complaint? Please explain.

**Attach all supporting documents, such as emails, photos, or witness statements and outcomes, reports, and responses from other VUL departments or authorities.**

## **What action have you taken to resolve this issue?**

Virginia University of Lynchburg policy requires students to attempt to resolve issues informally with the individual(s) before submitting a formal complaint. Please describe the informal actions you have taken to resolve these issues.

**Attach documentation of your informal actions with this form.**

**Have you reported this complaint to any other department or authority?**

Yes

**To whom was it reported?**

**Date of report**

**Outcome/response received**

**Include copies of complaint and outcome responses with this form.**

No

**What is the outcome you are requesting?**

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*I hereby declare that the information provided in this grievance form is true and accurate to the best of my knowledge. I understand that any false information or withholding relevant information may result in disciplinary action by the university.*

**Signature**

**Date**

**To submit your formal complaint, email completed and signed form with all attachments using your VUL.edu email address to [thurmanbrown@VUL.edu](mailto:thurmanbrown@VUL.edu)**