

Record of Complaint

Eastern Illinois University is committed to addressing complaints and/or concerns about any aspect of our services. Every effort will be made to understand the complaint and/or concern and respond in an appropriate manner.



Name _____ Please contact me at: _____
Phone # or EIU email address

Complaint is regarding:

- Academic Policy/Procedure/Action Financial Policy/Procedure/Action
 Student Service Policy/Procedure/Action Other

Date of Original Incident _____

Details of Complaint: _____

Signature _____ Date _____

For Office Use Only

Referred to _____ Date _____

Final Resolution: _____

Signature _____ Date _____

Submit form to:

- Academic Policy/Procedure/Action – Provost Office, Old Main – Office 1020
- Financial Policy/Procedure/Action – Business Office, Old Main – Office 1131
- Student Service Policy/Procedure/Action – Office of Student Affairs, Old Main – Office 1211
- Distance learning Policy/Procedure/Action – School of Continuing Education, 2201 Blair Hall
- Other complaints/concerns – Contact the Office of Student Affairs for instructions - PHONE