



READING AREA COMMUNITY COLLEGE
Academic Affairs Area

This form is not to be used for complaints involving sexual harassment or any other form of gender discrimination under Title IX. Such misconduct should be reported immediately to the Title IX Coordinator in Room B115 or <https://www.racc.edu/student-life/report-concern-or-incident>

-- Student Concerns Involving Faculty --

Name of Student: _____ Date: _____

Student ID #: _____ Phone: _____ Email: _____

Name of Faculty Member: _____

Course Title and Number: _____ Semester and Year: _____

PROCEDURES TO FOLLOW:

1. Set up an appointment to meet with the faculty member to discuss your concern. If you are unable to resolve your concern after meeting with your faculty member, or do not wish to meet with your faculty member, go to step 2.

I have discussed the concern(s) with the faculty member. ____ Yes ____ No

If "No," why not? _____

If "Yes," on what date did this meeting occur? _____

How was the concern resolved? _____

Student Signature: _____ Date: _____

2. If you have not been able to resolve your concern after meeting with the faculty member, you need to write a detailed description of your concern and attach that description to this form.

3. Meet with the appropriate Division Associate Dean regarding your concern. Provide a copy of the detailed written description of your concern (referenced in step 2) to the Associate Dean.

I have discussed the concern(s) with the Division Associate Dean.

____ Yes ____ No

If "No," why not? _____

If "Yes," on what date did this meeting occur? _____

How was the concern resolved? _____

Student Signature: _____ Date: _____

Division Associate Dean Signature: _____ Date: _____

Once an Associate Dean becomes aware that a student has (or students have) a concern or concerns involving a faculty member, then the Associate Dean will notify—via an oral briefing—the appropriate faculty member about the nature of the concern(s).

4. If your concern has not been resolved after meeting with the Associate Dean, set up an appointment to meet with the Dean of Instruction.

I have discussed the concern(s) with the Dean of Instruction.

____ Yes ____ No

If "No," why not? _____

If "Yes," on what date did this meeting occur? _____

How was the concern resolved? _____

Student Signature: _____ Date: _____

Dean of Instruction Signature: _____ Date: _____

NOTE: The student may discuss the concern(s) with his/her Academic Advisor and/or a Counselor at any time during the process.

STRK notes entered in Ellucian on _____
Date