**James Madison University**

 **Student Complaint Log**

*Each university division is required by* [*Policy 3110*](http://www.jmu.edu/JMUpolicy/policies/3110.shtml) *to maintain a student complaint log and must be prepared to present the log for review by the appropriate divisional vice president or other designated university official. This document provides a template for policy compliance and reporting. Previous student complaints are logged with respective offices and are available upon request.*

*Area Collecting Student Complaints:*

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| --- | --- | --- | --- | --- | --- |
| **Date of Complaint** | **Name and Student ID# of Student Submitting Complaint** | **Complaint Description** | **Date of Response** | **Responder** | **Description of Response** |
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