



Atwood Director Formal Complaint Form

Comment Guidelines

1. Complete our Atwood on-line form for either a service or food area. There are also hard copy comment cards and comment card boxes located around many of the service areas in the building.
2. If there was no satisfactory outcome using the process outlined above or you would prefer not to use the informal process outlined above as it may be inappropriate for your situation, you can submit a request to the *Atwood Memorial Center Director* by submitting the ***Atwood Director Formal Complaint Form*** below.
3. If you have contacted the Atwood Memorial Center director using the complaint form outlined above and still do not have a satisfactory outcome, you can use the ***Student Life and Development Grievance Form*** for resolution which will be reviewed by the Student Life and Development Vice President.

Atwood Director Formal Complaint Form

Your Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email address: _____

Date of Incident: _____ Location of Incident: _____

Have you filled out an AMC Customer Comment Form: Yes No

Have you already contacted an Atwood employee about this? Yes No

If yes to the question directly above, to whom was this matter address? _____

Complaint Details:

From your point of view, what would be the desired outcome of your complaint?