



INSTRUCTIONS FOR THE STUDENT CONCERNS FORM

Students who have specific suggestions, concerns, ideas, or complaints regarding their experience as a student at MTS–MI are encouraged to use this form to make those known to the appropriate persons or department. Completed “Student Concerns Forms” will be reviewed by the Associate Dean of Student Services to determine how the concern should be addressed.

Concerns will be forwarded to the appropriate individuals or departments for their consideration and response. For instance, concerns relating to academic matters will be forwarded to the Associate Academic Dean.

The student will receive a written or personal response from the Associate Dean of Student Services within two weeks of the date the form is submitted. This will give either an answer to the concern or the measures being taken to address the concern.

Please fill this form out completely using the following instructions.

1. Mark your specific area of concern.
2. Provide a detailed explanation of your concern written legibly in the space provided or on an attached page. (If you use attached pages please use the “Student Concerns Form” as a cover page.) One issue per form please.
3. Be sure to include your name and student mailbox number on the form and any attached pages. Anonymous forms will not be processed.

Completed forms should be submitted to the Student Services Office (MTS–MI).

Any questions related to the completion or use of the “Student Concerns Form” should be directed to the Associate Dean of Student Services.

