



Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3200

UNIVERSITY REGISTRAR

Student Complaint Form

TELEPHONE: (850) 599-3115
 FAX: (850) 561-2428
 TDD: (850) 561-2646
 E-MAIL: registrar@famu.edu

Name: _____

FAMU Student ID: _____

Term: Fall [] Spring [] _____
 (Year)

Summer-- A/B/C _____
 (Please Circle One) (Year)

Classification: _____

FAMU Email: _____ Day Phone #: _____ Date of Incident: _____

Note: This report must be filed within 48 hours of the incident

1. Area of concern: (please select √)

Attendance Reporting	Excess Credit Hours	Name Change	Term Activation
Cancellation	FAMU Employee Waivers	Non-Degree Student	Term Withdrawal
Classification Problem	FAMU/FSU Co-Op	Official Transcript	Transcript Request
Course Withdrawal	Foreign Language Alert	Other (specify below*)	Transfer Credit
Customer Service	Forgiveness Policy	Registration, Add/Drop	Transient Application/FLVC
Degree Progress Report	Grade Change	Repeat Course surcharge	Tuition Calculation
Diploma Reorder	Graduation	Retroactive Withdrawal	Unofficial Transcript
Dual Enrollment	Hold Release	State Employee Waivers	Veteran Affairs
Enrollment Verification	Late Registration Fee Waivers	Suspension	Volunteer Hours Reporting

*Specify other area of concern not listed above: _____

2. Please provide a brief description of your complaint (You may attach supporting documents)

3. Did you attempt to resolve this issue with the Registrar personnel involved? If yes, how?

Please provide date and who you contacted (Personnel's Name: _____ Date: _____)

4. Did you attempt to resolve this issue with the involved Registrar personnel's supervisor? If yes, how? Please provide date and who you contacted

(Supervisor's Name: _____ Date: _____)

5. What specific solution are you seeking?

By signing this form, I acknowledge that I have presented the facts of this incident to the best of my ability. Deliberate misrepresentation of an incident may lead to a charge for violating FAMU Student Code of Conduct.

 Print Name

 Signature