

Formal Complaint Form

The UCF College of Nursing holds its programs, faculty, staff, and students to the highest ethical standards and level of performance. Anyone who wishes to file a formal complaint should follow the processes outlined by UCF. A formal complaint should be initiated when all other appropriate university and/or college channels have failed to produce a satisfactory resolution from the point of view of the complainant. In the absence of an appropriate university complaint policy or process, individuals may file a formal complaint with the College of Nursing by completing this form.

Please return this form to:

UCF College of Nursing
Dean's Office
12201 Research Parkway, Suite 300
Orlando, FL 32826
Email: ucfnurse@ucf.edu
Fax: 407-823-5675

Person making complaint:

Date: Click or tap to enter a date.

Email address:

Phone:

UCF ID (if student):

If you are not a student, what is the nature of your relationship to the College of Nursing?

Please describe the nature of the complaint and the date of occurrence.

What have you done to this point to resolve this complaint directly with the person(s) involved or through established University procedures?

Attach any supporting documentation or additional pages if needed.

Formal Complaint Form

For College of Nursing Administrative Use

Person taking complaint (if applicable)

Name:

Title:

Program Director Review (if applicable)

Name:

Date:

Outcome:

Department Chair Review (if applicable)

Name:

Date:

Outcome:

College Dean Review (if applicable)

Name:

Date:

Outcome:

Notification of Final Outcome

Notifier:

Date:

Notes: