AMERICAN UNIVERSITY OF NIGERIA
LAMIDO ZUBAIRU WAY, YOLA BY- PASS. P.M.B 2250,YOLA, ADAMAWA STATE, NIGERIA
WWW.AUN.EDU.NG

SGS 015

AUN GRADUATE STUDENT'S COMPLAINTS FORM

School of Graduate studies are to keep this form confidential even as they try to address the complaints raised. All efforts must be made by the handling administrator to prevent victimization of the complainant. Attach written complaint to this form if necessary. This form cannot be used to attack university officials but to make legitimate complaints about AUN official's actions and circumstances.

1. TODAY'S DATE:_____

2. NAME OF COMPLAINANT_____

3. COMPLAINANT'S ACADEMIC PROGRAM: _____

4. ISSUE OR PERSON ABOUT WHOM THIS COMPLAINT IS MADE

(Indicate and Explain with dates)

4a. Person (explain) and continue on additional paper

_____
_____
_____
_____

4b. Issue or Condition (explain and continue on additional paper)

_____
_____
_____
_____

5. HAVE YOU DISCUSSED THIS ISSUE WITH THE STUDENT AFFAIRS OFFICER OR ANOTHER AUN OFFICIAL BEFORE (explain)

_____
_____
_____

6. TO WHOM AND WHAT DATE DID YOU MAKE THIS COMPLAINT BEFORE

NAME OF OFFICIAL:_____DATE:_____

7. DATE OF SUBMISSION OF THIS COMPLAINT TO FIRST-LEVEL AUN OFFICIAL: _____

8. PERSON WHO RECEIVED THIS COMPLAINT (BEFORE)_____

9. SIGNATURE OF COMPLAINANT _____

DO NOT WRITE BELOW THIS LINE

10. ACTION TAKEN BY RELEVANT OFFICIAL (TO BE COMPLETED BY THE ADMINISTRATIVEREPRESENTATIVE)

_____
_____