Department of Chemistry
Petition/Complaint Form

Individuals may submit this form in person to the Chemistry Department, Spencer Chemistry Building, Room 205, 5009 Rockhill Road, Kansas City, Missouri, 64110 or via email at umkc-chemdept@umkc.edu in relation to the following concerns:

- If petition/complaint involves a specific Chemistry course and or lab.
- If petition/complaint involves a faculty member/instructor, assisting teaching member, or staff member.

For the formal petition/complaint process, complete the following information. Also, please attach a written statement to this form describing in detail what your complaint is (be as specific as possible), what steps you took in order to resolve the issue/concern with the Faculty, Instructor, Graduate Teaching Assistant, and or Staff Member and the events in the order in which they occurred.

Name/Student ID: ______________________________________  Date: __________________

Phone: ___________________________  Email Address: __________________________________

Signature: _____________________________________________________________________

For Completion by Department of Chemistry Personnel Only

Date of Conclusion/Resolution of Complaint: __________________________________________

Related Chemistry Department or College of A&S Policies and Procedures, if applicable:
______________________________________________________________________________
______________________________________________________________________________

Signature of Person Completing Response: _____________________________________________________________________