

Polk State College

Student Request for Administrative Conference

(Reference: Polk State College Procedure 1018)

Student Name: \_\_\_\_\_ Term: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Student Number: \_\_\_\_\_

Course and Section Number: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

Nature of the concern: [please state briefly, yet as completely as possible, the nature of your concern or complaint] \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had a conference with the instructor to discuss this issue? YES NO [circle one] If you have discussed this issue with the instructor, what was the outcome? If not, please state your reason for requesting that this initial phase of the process be eliminated. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

You should turn in this form to the instructor's immediate academic supervisor. You should receive a response to your request within ten (10) school days after the request has been received in that division office. Thank you.