

Concern Preparation Worksheet

NOTE: This form is **not** to be used in place of formal or informal procedures. It is your responsibility to ensure you are following the appropriate for your concern or complaint.

Describe the Issue

- What happened?
- Who was involved?
- When and where did it occur?

Identify the Impact

How has this affected you?

Academically

Personally**Professionally**

Clarify Your Goals

What outcome are you hoping for? (e.g., explanation, resolution, policy change)

Gather Relevant Information

List any documents, emails, policies, or communications that relate to your concern.

Draft Your Message

Remember to use respectful and clear language.

Introduction

Dear _____,

What happened

Why it matters

What you're asking for

Closing

Remember: You don't have to go through this alone. If you're unsure how to proceed, contact the Ombuds