

# Seeking Resolution: Academic Complaints

## 1) Professor

- Set up a meeting with the faculty member whose course you have a complaint about.
- Contact Info: See course syllabus for Professor Office Hours & Contact Information

## 2) Department Chair

- If you feel the issue was not resolved appropriately, reach out to the Department Chair of the course in which you have a complaint to set up a meeting.
- E.g. if the complaint is in ENGL 101, contact the Chair of the English Dept.
- Who's the Department Chair? Visit [coastal.edu](http://coastal.edu) > Academics > Colleges > select the appropriate College > appropriate Department, and search "chair"

## 3) College Dean

- If you feel the issue was still not resolved appropriately, reach out to the Dean of the College of the course in which you have a complaint.
- E.g. if the complaint is in ENGL 101, contact the Dean of the College of Humanities & Fine Arts.
- Who's the Dean? Visit [coastal.edu](http://coastal.edu) > Academics > Colleges and select the appropriate college > then "From the Dean" or "Departments" (COHFA)

## 4) Provost Office

- If the complaint is still not appropriately resolved, the final step is to reach out to the Provost's Office.
- Provost: Dr. Dan Ennis
- Visit [coastal.edu](http://coastal.edu) > Menu > University Leadership (About CCU) > Provost

Coastal Carolina University: Coastal Student Success Center

Adapted from Coastal Carolina University Dean of Students Office, Student Complaints:  
<https://www.coastal.edu/deanofstudents/studentcomplaints/>