



**Student Ombuds Referral Form**

Date \_\_\_\_\_

Name \_\_\_\_\_

I am: \_\_\_ Faculty \_\_\_ Staff \_\_\_ Student If Student, enter Student ID \_\_\_\_\_

E-mail \_\_\_\_\_

Phone Number \_\_\_\_\_

Name of Individual you are contacting the Office about: \_\_\_\_\_

Describe in detail the issue you are contacting the Office about.

Provide names of individuals the Office should contact concerning this issue:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

#4 \_\_\_\_\_

How should we contact you? (check all that apply)

E-mail

Phone

Face-to-Face

Items to consider moving forward:

- (1) The Office of Student Life will work as productively as possible to address this issue. Please keep in mind that a full resolution may take up to 20 business days, dependent upon a variety of factors.
  
- (2) As a member of Franklin University, the Office of Student Life is mandated to report any violations of the Student Code of Conduct, Employee Handbook, or local, state or federal law/ordinances to the appropriate reporting agency.

*Please direct questions regarding this form to the Office of Student Life at [studentlife@franklin.edu](mailto:studentlife@franklin.edu).*