Informal Student Complaint Form

This form is used when a student would like voice their issue or concern to the college, without the expectation of a formal action. All complaints should be filed by an individual student. Submit the form to the Dean of Student Affairs. The Dean will provide a copy of the complaint to the supervisor of the employee involved in the complaint, which will be shared with the employee.

Name:                                         Student ID:

Email Address:                                 Phone #:

Street Address:

City:                                    State:          Zip Code:

Provide a summary of the complaint, include names, dates, locations, etc. Attach additional pages if necessary.

Provide a description of any attempts to resolve the issue.

I declare that the information on this form and all supporting documentation is true, correct and complete to the best of my knowledge and belief.

Student Signature:                           Date:

For assistance: Counselor (Student Success Center, Suite 190) 763-576-7860 or Success Coach 763-576-7710
Submit this form to: Office of the Dean of Student Affairs