The Student Complaint Process can be found at:

This form is used when a student believes s/he has a valid complaint regarding an employee of the college. The student is afforded due process and must follow the established procedure.

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.

A student must first attempt to discuss the complaint with the employee(s) and/or administrator(s) before submitting this form. Provide a description of attempts to resolve the issue.

Identify the resolution or actions requested.

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
Submit this form to: Office of Student Affairs