# ACADEMIC DUE PROCESS REPORT FORM

(Student: Please route to Counseling Office at Anoka Technical College)

Anoka Technical College respects the rights of all students. Along with these rights, there is a corresponding responsibility for students to follow college policies and procedures. When a student believes a valid complaint should be registered against any member of the staff about the delivery of a course, grading or tuition the following form should be used to initiate the procedure.

Complainant _____

Student ID _____

Student home address_____

_____

Home phone _____ Cell/Work phone _____

Describe your complaint as clearly as possible. Attach additional pages if necessary.

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List any persons who may have knowledge of the complaint. (Please print)

Name: Phone:

Name: Phone:

Name: Phone:

I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

_____ _____

STUDENT SIGNATURE DATE

_____ _____

COUNSELOR DATE

This information is available in alternative formats to individuals with disabilities by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529.

04/09/09