

Student Formal Complaint Form

The Student Complaint Process can be found at:

<http://www.anokatech.edu/en/AboutATC/PoliciesProcedures.aspx>

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