

# Formal Student Complaint



This form is used by a student to file a complaint against an employee of the college with expectation of formal action toward resolution. The student is afforded due process and must follow the process established under [Policy 3.12: Student Complaint Process](#).

Name: \_\_\_\_\_ Student/Star ID#: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Provide a summary of the complaint, including names, dates, locations, etc.

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

Identify the resolution or actions requested.

### Statement of understanding:

I declare the information I have provided and all supporting documentation is correct and complete to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For assistance contact a Counselor at 763-576-7860 or Success Coach at 763-576-7710.

Submit completed form to [aaffairs@anokatech.edu](mailto:aaffairs@anokatech.edu) or Academic Affairs, Room 117.

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