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## STUDENT COMPLAINT/GRIEVANCE FORM

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PLEASE FILE ALL COMPLAINTS/GRIEVANCES

WITHIN TEN (10) DAYS

Date: \_\_\_\_\_

Complainant Name: \_\_\_\_\_

ID#: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address \_\_\_\_\_

Semester:       Fall       Spring       Summer

Date Complaint Filed \_\_\_\_\_

### Pertinent Information

Name(s) involved \_\_\_\_\_

Date(s) of incident(s) \_\_\_\_\_

Witnesses \_\_\_\_\_

### Please indicate the type of complaint:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Food Services      | <input type="checkbox"/> Library             |
| <input type="checkbox"/> Sexual Harassment   | <input type="checkbox"/> Student Services   | <input type="checkbox"/> Custodial Services  |
| <input type="checkbox"/> Chapel              | <input type="checkbox"/> Discrimination     | <input type="checkbox"/> Housing             |
| <input type="checkbox"/> Maintenance         | <input type="checkbox"/> Classroom          | <input type="checkbox"/> Personal Records    |
| <input type="checkbox"/> Health Services     | <input type="checkbox"/> IT Services        | <input type="checkbox"/> Instructor          |
| <input type="checkbox"/> Non-Academic        | <input type="checkbox"/> Student Activities | <input type="checkbox"/> Mailroom            |
| <input type="checkbox"/> Grades              | <input type="checkbox"/> Other              | <input type="checkbox"/> Safety and Security |
| <input type="checkbox"/> Financial Aid       | <input type="checkbox"/> Student            | _____  |

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**Provide a statement that briefly and clearly outlines the nature of your complaint. (Additional pages may be attached)**

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**The information I am providing in this statement is true, accurate, correct and complete to the best of my knowledge.**

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Signature

**What remedy or corrective action are you requesting?**

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**Do not write below this line      For Office Use Only**

**Resolution/Referral (Additional pages may be attached)**

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**Action Taken by:** \_\_\_\_\_

Signature

Title

Date