

## Student Affairs Grievance Form

The College recognizes its responsibility to provide students with a procedure for addressing complaints about administrators and staff. Examples of these complaints might include incompetent or inefficient service, neglect of duty, or conduct unbecoming of the staff.

Please note that there are other College and University policies and procedures that concern ADA complaints, discrimination complaints, sexual harassment, and faculty conduct complaints. If you believe your complaint would qualify for these specific procedures, do not complete this form. Please report your complaint directly to the Vice President of Enrollment and Student Affairs in Namm 300.

Please complete all parts of this form and submit it to the **Office of Student Affairs, Namm 325**. Thank you for taking the time to contact us regarding your experience.

### PART A (PLEASE PRINT OR TYPE)

Name EMPL ID.  
Email Address Phone No.  
Status (Faculty, Staff, Student):  
Home Address:  
City: State Zip Code

### PART B

Please state your complaint below. If applicable, please attach any relevant documentation. You may write your complaint in the space below or attach a statement to this form. *Please note, if a complaint includes allegations about another individual, that person will be provided with a copy of all relevant documentation, including a copy of this complaint form.*

- a. Are there any witnesses? If so, please provide as much contact information as possible.

### PART C

Has **this** complaint been previously filed? Yes No  
If yes, when? (Date) With whom?

*I affirm that the above allegation is true to the best of my knowledge, information and belief.*

Signature: Date:

FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Date: \_\_\_\_\_