

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 or Academic Affairs, Room 117.

Anoka Technical College is an affirmative action, equal opportunity employer and educator and a member of Minnesota State. Accredited by the Higher Learning Commission. Disclaimer, Non-Discrimination Statement, Student Consumer Information such as graduation rates and median debt, can be found here: anokatech.edu/AboutATC/Disclosures. This document is available in alternative formats to individuals with disabilities by calling the Minnesota Relay Service at 7-1-1 or 1-800-627-3529.