

**ADMINISTRATIVE STUDENT COMPLAINT FORM**  
**Terra Community College**

This form is to be used in accordance with the Administrative Student Complaint Policy. If the complaint involves any form of discrimination, the complaint will be referred to the Human Resources Office.

**I. Definition and Description of the Complaint**

Definition: A complaint involves the violation, interpretation, or application of (a) a Board of Trustees policy, (b) an administrative procedure, or (c) an administrative regulation.

Description: Please describe the policy, procedure, or regulation that you are grieving:

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**II. Name of Complainant:** \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

Address: \_\_\_\_\_

**III. Name of Person Against Whom The Complaint is Being Filed (if applicable):**

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**IV. Informal resolution was attempted on** \_\_\_\_\_ **(date) but did not resolve the issue because**

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**IV. Please explain your complaint as fully as possible. Include details such as date, time & place of the incident, as well as names and contact information for any witnesses. (use back of form if necessary)**

**VI. What is your desired solution? (use back of form if necessary)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return the completed form to the *Dean of Student Success*,  
Terra Community College, 2830 Napoleon Road, Fremont OH 43420.

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