TERRA STATE COMMUNITY COLLEGE Fremont, OH 43420

POLICIES AND PROCEDURES

STUDENT COMPLAINT FORM (Instructional)

Revised 10-27-08

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

I. Course Information: (please print) course title, term, scheduled meeting time, and instructor name	
II. Name of Complainant:	
Phone Number(s):	
Email:	
Address:	
III. Informal resolution was attempted on	(date) but did not resolve the issue because
IV. Please explain your complaint as fully as possible. Incl	
well as names and contact information for any witnesses. (t	ise back of form if necessary)
VI. What is your desired solution? (use back of form if nec	essary)
VI . What is your desired solution? (use back of form if nec	essary)
VI . What is your desired solution? (use back of form if nec	essary)
VI . What is your desired solution? (use back of form if nec	essary)
VI. What is your desired solution? (use back of form if nec	