

**TERRA STATE COMMUNITY COLLEGE
FREMONT, OH 43420**

POLICIES AND PROCEDURES

GENERAL PUBLIC COMPLAINT FORM

Effective: 03-18-2014

This form is to be used in accordance with the General Public Complaint Policy.

I. Name of Complainant: _____

Phone Number(s): _____

Email: _____

Address: _____

II. Informal resolution was attempted on _____ **(date) but did not**
resolve the issue because _____

III. 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 Executive Assistant in the Office of the President.
