

Formal Written Student Complaint Form

Student's Last Name	Student's First Name	Student's Class Year	
Student's Email Address	Student's Phone Number	Student's P.O. Box	
Nature of Complaint		Department or Office	
Facts, dates and specific cir (Attach additional page if ne		ring in mind the Honor Code is ap	oplicable.)
Attempts made to resolve t	he complaint thus far: (Attach	additional page if necessary.)	
Pledged: I affirm that wha	t is recorded above is true and	– accurate to the best of my know	ledge.
Student's Signature		Date	_

Please attach any additional information pertinent to the complaint. Submit this form to the Office of the Vice President for Student Affairs or the Office of Academic Advising and Accessible Education. If the complaint is about a vice president of the college, submit the form to the Office of the President. If the complaint is about the president of the college, the student should speak with the vice president for student affairs or the student may file a formal written complaint by submitting the complaint form to the secretary of the board in a sealed envelope addressed to the Chair of the Board of Trustees.

The appropriate officer of the college (or her or his designee) will review the written complaint and respond to the student within 10 business days while the college is in session.