

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

**POLICIES AND PROCEDURES**

**STUDENT COMPLAINT FORM**  
**(Administrative)**

Revised 09-15-15

This form is to be used in accordance with the Administrative Student Complaint Policy.

I. Please print the policy, procedure, or administrative regulation in question.

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

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

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

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

III. 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 and Enrollment Services

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