

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

POLICIES AND PROCEDURES

**STUDENT COMPLAINT FORM
(Instructional)**

Revised 03-17-14

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

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. 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 Academic Division Office for the course related to the complaint.
