

Complaint / Grievance



Name: _____ Tech ID _____ Semester _____
Last First MI
Address _____ Date Submitted: _____
City, State, Zip _____ Email _____
Phone _____

Step 1 — Complete the following questions. (If needed, please continue on a separate piece of paper.)

Describe the nature of the complaint/grievance. Be factual. Include names, dates, locations, etc.

Describe steps you have taken to resolve the issue.

Identify the resolution/actions requested.

Step 2 — Sign, Date and Submit to Student Affairs for dissemination to correct department

Signature _____ Date _____

Next Steps and Definitions

- Your complaint/grievance will be addressed with appropriate administrators or faculty members within 3 business days.
- A **complaint** is an allegation of improper, unfair, or arbitrary treatment by an employee. A complaint may be discussed with the employee giving rise to the complaint and/or to the supervisor, but may be carried no further. A complaint may be submitted verbally, but is recommended to be submitted in writing.
 - A **grievance** is a written claim raised by a student alleging improper, unfair or arbitrary action by a college employee involving the application of a College or Board policy or procedure. A written grievance must be submitted within 20 business days of the incident giving rise to the grievance.

For College Use

College Response: _____

College Signature _____ Date _____