



Student Complaint Form

Instructions: A complaint is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students who have a complaint about their COM experience should complete this form and submit it to the Dean of Students Office. Students should allow ten (10) business days to receive a written response to their complaint.

Student Information		
Name:		Student ID #:
Address:	City/State/Zip:	
Phone #:	Program:	Semester & Year:
COM or Designated Email:		

Complaint Information
<i>Retaliation against an individual filing a complaint is strictly prohibited and constitutes a violation of college policy.</i>
Name of the individual and/or department against whom the complaint is filed:

Describe your complaint in detail. Include date(s) of occurrence (be as specific as possible). Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint. Are there any witnesses who should be interviewed? If yes, list names and contact information.

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Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor or campus administrator. Have you made an attempt to resolve this complaint with the individual and/or department involved? ☐ Yes ☐ No If yes, describe the outcome: (Attach any additional comments, if necessary)

What outcome do you hope to achieve after talking to the appropriate college official(s)? Attach additional sheets, if necessary)

I understand that information contained in the complaint will be held confidential to the extent possible. Complaint information may be shared with college officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge.

Student Signature

Date (dd/mm/yy)