

## Student Complaint

A student who has a complaint regarding an instructor and/or other College employee should first make an attempt to resolve the problem immediately with the person directly involved. Completion of this form assumes that you have been unable to resolve the complaint directly with the person involved.

Counselors may advise the student on the process of preparing their written statement. This complaint should be submitted to the immediate supervisor. No recrimination or retaliation will be brought against you as a result of filing a complaint. Please see detailed instructions at

<http://austincc.edu/handbook/policies4.php>

Please refer to the Student Handbook if you have a grade dispute or a complaint about sexual or racial harassment as that is a different procedure and is not reported on this form.

**PLEASE PRINT OR TYPE**

### Person Filing Complaint

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Telephone Number \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### College Employee Against Whom You Have A Complaint

Name \_\_\_\_\_ Department \_\_\_\_\_ Campus \_\_\_\_\_

Briefly state the nature of your complaint and the resolution you are seeking. You may attach additional pages or relevant documents.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Administrative Use Only**

Disposition of complaint: Supervisor's signature	<input type="checkbox"/> Resolved _____	<input type="checkbox"/> Not Resolved Date: _____
Disposition of complaint: Dean/Next-Level Supervisor:	<input type="checkbox"/> Resolved _____	<input type="checkbox"/> Not Resolved Date: _____
Disposition of complaint: Vice-President:	<input type="checkbox"/> Resolved _____	<input type="checkbox"/> Not Resolved Date: _____