



### Student Formal Complaint Form

*This form can be typed, legibly handwritten, or completed via the electronic Notification Form (including the student's name) on the Student Right to Know page of the Grace website.*

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Student's Last Name	Student's First Name	Student's Class Year
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Student's Grace Email Address	Student's Contact Number	Student's Campus P.O. Box
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*Nature of Complaint (select one):*

- |   |   |
|---|---|
| <input type="checkbox"/> Admissions                   | <input type="checkbox"/> Personnel (faculty or staff) |
| <input type="checkbox"/> Athletics                    | <input type="checkbox"/> Physical facilities          |
| <input type="checkbox"/> Business office              | <input type="checkbox"/> Security issue               |
| <input type="checkbox"/> Dining                       | <input type="checkbox"/> Student conduct concern      |
| <input type="checkbox"/> Harassment/Sexual Misconduct | <input type="checkbox"/> Technology                   |
| <input type="checkbox"/> Housing                      | <input type="checkbox"/> Not sure                     |
| <input type="checkbox"/> Financial Aid                | <input type="checkbox"/> Other _____                  |

*Facts, dates, and description of what happened, including people involved, location, relevant information, and specific circumstances of complaint: (Attach additional page if necessary.)*

Attempts made to resolve the complaint thus far: (Attach additional page if necessary.)

Explanation of specific action or resolution you are requesting: (Attach additional page if necessary.)

**I affirm that what is recorded above is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS**

1. Please attach any additional information pertinent to the complaint.
2. Submit this form to the vice president of administration and compliance or the dean of students, who will forward the complaint to the vice president of the area involving the complaint.
3. If the complaint is about a vice president of the college, submit the form to the office of the president.
4. If the complaint is about the president of the college, the student should speak with the dean of students or the student may file a formal written complaint by submitting the complaint form to the secretary of the board in a sealed envelope addressed to the Chair of the Board of Trustees.
5. If the student is enrolled in an online program, and the complaint has not been resolved in the program in which it originated, complaints should be submitted in writing to the agency representing the student's home state, all of which are located [here](#).

*The appropriate vice president (or designee) will review the written complaint and respond to the student within 10 business days while the college is in session.*