ATCC Complaint/Grievance Form

(ATCC Policy 2.5.4 Student Complaint and Grievance)

Complaint: An oral or written claim concerning a college issue brought by a student alleging improper, unfair, or arbitrary treatment.
Grievance: A written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the application of a specific provision of a college rule/regulation or a board policy or procedure. This policy does not apply to those college rules or regulations or to board policies or procedures that include an appeal or grievance process.

Based upon the descriptions above is this a complaint or grievance?
Circle one: Complaint or Grievance

Printed Name _____ Signature _____

E-mail Address _____ Star ID # _____

Program/Major/Area _____ Date complaint/grievance submitted _____

Please respond to the following. Use a separate sheet if needed.

1. Describe your complaint or grievance.

2. Describe any steps you have taken to correct the situation.

3. Describe the action(s) you are seeking to resolve this issue.