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1355 West Highway 10 Anoka, MN 55303 AnokaTech.edu

Informal Student Complaint Form

This form is used when a student would like voice their issue or concern to the college, without the expectation of a formal action. All complaints should be filed by an individual student. Submit the form to the Dean of Student Affairs. The Dean will provide a copy of the complaint to the supervisor of the employee involved in the complaint, which will be shared with the employee.

Name:	Student ID:	
Email Address:	Phone #:	
Street Address:		
City:	State:	Zip Code:
Provide a summary of the complaint, include names, o Attach additional pages if necessary.	dates, locations, etc.	
Provide a description of any attempts to resolve the is	sue.	
I declare that the information on this form and all supporting documentation is true, correct and complete to the best of my knowledge and belief. Student Signature: Date:		
or assistance: Counselor (Student Success Center, Suite 190) 763-576-7860 or Success Coach 763-576-7710		

For assistance: Counselor (Student Success Center, Suite 190) 763-576-7860 or Success Coach 763-576-7710 **Submit this form to:** Office of the Dean of Student Affairs

Anoka Technical College is an affirmative action, equal opportunity employer and educator, and a member of the Minnesota State Colleges and Universities system. This document is available in alternative formats to individuals with disabilities by calling 763-433-1100, TTY: 7-1-1 or 800-627-3529.