

Student Complaint Form

(Formal Complaint)

Section I: Contact Information

Name: _____ ID# _____

Email: _____ Phone _____

Address: _____ City _____ State _____

Section II: Complete the following. Additional documentation may be submitted, if available.

1. Describe the nature of the complaint.

2. List the steps you have taken to resolve your complaint and their outcomes. Include the names and titles of the faculty and/or staff.

3. The actions requested to resolve the complaint/grievance.

My signature verifies that the statements above are true. I understand that any misrepresentation of the facts may result in disciplinary action as outlined in the Student Handbook.

Student signature _____ Date _____

VICTORIA COLLEGE USE ONLY: Step 1: Review Step 2: Identify appropriate department (check below). Step 3: Forward signed/dated form to department

Administrative Services

Human Resources

Student Services

Advancement & External Affairs

Instructional Services