



1355 West Highway 10  
Anoka, MN 55303  
AnokaTech.edu

## Informal Student Complaint Form

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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, dates, locations, etc.  
Attach additional pages if necessary.

Provide a description of any attempts to resolve the issue.

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: \_\_\_\_\_

**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