North Hennepin Community College

Student Complaint and/or Grievance Form

- A **complaint** is an allegation of improper, unfair, or arbitrary treatment by an employee. A complaint may be discussed/submitted with the employee(s) giving rise to the complaint and/or to the supervisor to whom the employee reports, but may be carried no further. A complaint may be submitted verbally, but is recommended to be submitted in writing.
- A grievance is a written claim raised by a student alleging improper, unfair, or arbitrary action by an employee involving the
 application of a College or Board policy or procedure. A written grievance must be submitted within 20 business days of the
 incident giving rise to the grievance.

Last Name	First Name	Student ID or SSN	
Street Address			
City		State	Zip
Email Address	PI	none	
Complaint/grievance filed with			
Describe the nature of the compages if necessary.	nplaint/grievance. Be factual - include	names, dates, locations, etc	. Attach additional
2. Describe the actions the stude	nt has taken to resolve the issue.		
3. Identify the resolution/actions	requested.		
Signature		Date	
College Response	***** College Use Only	****	
College Signature		Date	