



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 Success & Community Partnerships. 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 Success & Community Partnerships, Office 112