



Rogue Community College®

STUDENT COMPLAINT FORM

Use this form to file a formal complaint only after Step 1 and 2 of the Student Concern & Complaint Procedure (Administrative Procedure 5530) have been completed and the issue remains unresolved. This form must be submitted to the appropriate person within 7 working days. Please make sure to retain a copy of this form for your records

Student

Name: _____

Student ID: _____

May we contact you using the information on file? ☐ Yes ☐ No

If no, list where you can be contacted. _____

Information about Your Complaint

1. Name of the person(s) you are filing a complaint against:

2. Description of the issue – *Please provide a detailed description of the actions or behavior which you feel were inappropriate and/or violated your student rights or other RCC policies and procedures. Please feel free to attach an additional description and/or documentation, if this form does not provide enough space.*

3. **Steps taken to resolve the issue** – *Please provide a description of the steps you have taken to resolve the issue. Include any meetings you have had and the outcome of those meetings. Please feel free to attach an additional description and/or documentation if this form does not provide enough space.*

4. **Proposed resolution** – *Please clearly state the resolution you seek. You may work with an RCC Counselor or other support person to help refine your resolution if that would be helpful for you. Please feel free to attach an additional description and/or documentation if this form does not provide enough space.*

Student Signature: _____

Date: _____