

Official Complaint Form

Date: _____

Program: _____

Name: _____

Students have the right to be heard and their complaints acted upon if and when they feel that decisions made or actions taken by a college official or staff member are unfair, unreasonable, or discriminatory. The complaint must be filed in writing within 20 calendar days following the act or event about which the complaint arose. The written complaint must contain specific details regarding the incident, employee, or school regulation which is being protested.

Date the incident took place: _____

Location where incident took place: _____

Please describe your complaint(s): _____

Witness(es) to verify your complaint(s): _____

I understand that I am filing a serious and official complaint/grievance and that this matter will be taken with the utmost sincerity and respect. In filing this complaint/grievance, I understand appropriate judication will be taken.

Signature _____

Date _____

*Please submit form to the Lisa Kirmer, Vice President of Student Services,
3301 West 18th Avenue, Emporia, KS 66801, 620-341-1325, lkirmer@fhct.edu*