



Student Complaint/Grievance Form

Please complete all sections of this form and submit

to:

Office of Academic Affairs

Old Main 3rd Floor

501 College Street

Cuthbert, GA 39840

COMPLAINANT INFORMATION

Student Name: _____ ID: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Year: _____ Term: Fall _____ Spring _____ Summer _____

Student Status: Currently Enrolled ___ Not Currently Enrolled ___ Academic Suspension ___

Academic Level: Freshman _____ Sophomore _____ Junior _____ Senior _____

COMPLAINT INFORMATION

State the nature of the complaint (in 5 sentences or less):

Attach a brief description with the details of the complaint in the clearest possible language and indicate how Andrew College has violated its policies. Identify the policy and, if necessary, attach additional sheets for the description. Material and documentation used to support a complainant's allegations should be limited to and directly related to the reported case. The evidence should state relevant facts and document and support the allegation that the College is in significant violation of the policy(s) referenced in the complaint. Indicate the time frame in which the violation (s) referenced in the complaint occurred.

I have read the Student Complaint Policy for Andrew College and agree this form constitutes my formal complaint. I hereby certify that all of the information I have given above is true and complete to the best of my knowledge.

Student Signature _____ Date _____