



Student Affairs Office, M2835, 303.797.5674, heather.lawler@arapahoe.edu

Student Complaint Form

Please type or print clearly. Completed form should be submitted to Heather Lawler, Director of Student Affairs, M2820 or heather.lawler@arapahoe.edu.

Students are encouraged to make every attempt at resolving their complaint before completing this form. An attempt will be made to resolve complaints at the lowest level possible within a fair yet expedient time frame. During this attempt at a settlement, students should note the Director of Student Affairs will be in contact with the respondent and/or the supervisor of the respondent.

Complainant's Name: _____ SID: _____

Address: _____
Street City State Zip

Phone: _____ / _____ Email: _____
Home Work

Respondent's Name: _____

Respondent's Status: student staff faculty unknown other: _____

Date(s) Incident Occurred: _____ Time(s): _____

Place(s): _____

State the nature of your complaint.

Summary of incident (Attach additional sheet as necessary).

Resolution Sought:

I hereby attest the information I have provided is accurate to the best of my knowledge.

_____ **Date:** _____
Complainant Printed Name

_____ **Date:** _____
Complainant Signature

To be completed by Dean of Students or Designee

Date completed form was received by the DS or designee: _____

Steps taken by ACC to resolve complaint? _____

Date case closed and verified by DS or designee: _____