Non-Academic Complaint Form

Student Name _____

Social Security Number_____

Address _____

Telephone (Home) _____ (Work) _____

Date Complaint Filed_____

Individual Named in Complaint _____

Department Related to Complaint (if applicable) _____

Student's Signature _____

Return completed complaint form to the assistant dean of Student Life and Judicial Affairs in C161.

Description of Complaint

The student complaint must include, but is not limited to, the following elements:

1. The nature of the complaint
2. The facts on which it is based
3. The alleged violation
4. The relief requested

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Use additional paper if necessary. Attach additional information to this form.

Students must initiate the complaint procedure within 20 college days of the occurrence of the action being grieved. A college day is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holiday recognized by the college.

Moraine Valley Community College
9000 W. College Pkwy.
Palos Hills, IL 60465-0937
morainevalley.edu

03-104F 300