## Minnesota Office of Higher Education

## Student Complaint Form

Before completing and submitting your complaint you should know that the Office of Higher Education does not accept anonymous complaints. Any attempt to resolve your complaint will require the Office of Higher Education to share with the school the particulars of your complaint, which will probably be enough to identify you even if your name is withheld. This makes it impossible for the office to promise an anonymous complainant that his or her name will not become known to the school. If you wish to remain anonymous we will accept your complaint but will not process it or contact the school, and will consider it an "inquiry."

## Your information Name: E-mail Address: Street Address : Best Phone Number To reach you at: Best Phone Contact Times: Information About School School Name: Street Address: Phone:

| 701                            |   |
|--------------------------------|---|
| The s                          | chool term in which the complaint arose:  |
|                                | Scheduled Start Date:   |
|                                | Scheduled End Date:   |
| What                           | program were/are you enrolled in?   |
|                                | complaint involves a specific class, what class?  |
|                                |   |
| f the                          | complaint is about a particular person, please provide his or her name and pschool:   |
|                                |   |
|                                |   |
| ompl<br>need<br>l. Pro         | aint: In your own words please provide an outline of your complaint or iss s to be addressed. Be as specific as possible as to time, dates, locations, an ovide copies of relevant correspondence and/or emails, or other documents. tional sheets as necessary.) |
| o <b>mpl</b><br>need<br>l. Pro | aint: In your own words please provide an outline of your complaint or iss s to be addressed. Be as specific as possible as to time, dates, locations, an ovide copies of relevant correspondence and/or emails, or other documents.                              |
| o <b>mpl</b><br>need<br>l. Pro | aint: In your own words please provide an outline of your complaint or iss s to be addressed. Be as specific as possible as to time, dates, locations, an ovide copies of relevant correspondence and/or emails, or other documents.                              |
| o <b>mpl</b><br>need<br>l. Pro | aint: In your own words please provide an outline of your complaint or iss s to be addressed. Be as specific as possible as to time, dates, locations, an ovide copies of relevant correspondence and/or emails, or other documents.                              |
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| o <b>mpl</b><br>need<br>l. Pro | aint: In your own words please provide an outline of your complaint or iss s to be addressed. Be as specific as possible as to time, dates, locations, an ovide copies of relevant correspondence and/or emails, or other documents.                              |

| Notice:   |  |
|---|--|
| that my name and complaint infor<br>school and its employees. I speci<br>Family Educational Right to Priva<br>Minnesota Office of Higher Educ | omplaint to the Minnesota Office of Higher Education I agree rmation may be shared with the above named and identified fically waive any right I may have to privacy pursuant to the acy Act (FERPA) relative to this complaint and authorize the ation to take whatever action it deems necessary to act on my re to the school of my name and other information that I may |
| I further authorize any custodian of provide the Minnesota Office of I might request.   | of any of my school academic or other student records to<br>Higher Education with whatever copies of such records they   |
| The original or a photo copy of the enforceable for a period of one ye  | is release and authorization is to be considered acceptable and ear from the date hereof.  |
| Dated thisday of  | , 20   |
|   |  |
|   | Sign   |

Send completed form with supporting documentation to:

Minnesota Office of Higher Education Attn: Registration/Licensure 1450 Energy Park Dr., Suite #350 St. Paul, MN 55108