

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE NON-ACADEMIC STUDENT COMPLAINT FORM

Complaints must be filed no later than ten (10) business days after the issue in question occurred.

Student filing the complaint: _____

Student email: _____ Student phone number(s): _____

Date complaint filed: _____ Do you request confidentiality? Y_____ N_____

Nature of the complaint: _____
(Examples: Cleanliness of Facility; Grading Policies; Employee Conduct)

Date(s) incident occurred: _____

**Major points/narrative of complaint:
(Attach additional sheets if necessary)**

Summarize your complaint below. Be sure to identify individuals or department(s) involved in the complaint.

I wish to register an official complaint with Northeast Mississippi Community College and understand that all student complaints will be processed within sixty (60) business days or sooner depending upon the nature and circumstances of the complaint. Yes _____ No _____

_____ Student Signature _____ (Date)

_____ College Official Signature _____ (Date)

Action taken: (To be completed by college official)
