



Student Grievance Form

Please refer to the Student Handbook for Procedures for Reporting before filling out this form. This form is to be used to submit a formal complaint when a student is unable to satisfactorily resolve with the faculty, staff, students or others involved. The Student Complaint Form is located on the school's website and can also be obtained from Student Services.

Please complete all fields so your complaint may be directed to the proper officials. Sign the form and send it to:

Office of the Director, Haney Technical College, 3016 Hwy 77 North, Panama City, Florida 32405; or fax to: 850-747-5555.

Complaints may be submitted anonymously; however, unless you include your contact information and sign this form, HTC will be unable to investigate your complaint or respond back to you regarding the subject matter. Please retain a copy of your complaint, including any attached materials, for your records. Do not send original documents, as they will not be returned. Send copies.

SECTION 1: PERSONAL INFORMATION

Your full legal name (as enrolled):	Expected year of completion:
Mailing address:	Program:
City, State, Zip:	Your preferred email address:
Phone Number:	Preferred method of contact:
	<input type="checkbox"/> email
	<input type="checkbox"/> phone
	<input type="checkbox"/> U.S. Mail
Your Student ID Number:	Last date of attendance (if not currently attending Haney):

SECTION 2: INFORMATION ABOUT YOUR COMPLAINT

First date on which the events or issues occurred:	Name(s) of the person(s) involved:
Please describe your complaint in detail. Include the names of persons, locations, and dates involved. Use additional sheets if you need more space. If this complaint is against specific person(s), please list their names and titles.	
What attempts have you made to resolve this complaint up to now? Please state who you contacted and what transpired.	
Why do you think the complaint was not resolved in your prior attempts?	
What resolution would you consider fair? What resolution do you seek?	
Any other information you want to provide?	

Is there any person who you do NOT want to be told of your complaint? (Keep in mind that it may be difficult to resolve if those involved cannot be asked to explain or respond). NOTE: RETALIATION AGAINST A STUDENT FOR MAKING A COMPLAINT IS ABSOLUTELY PROHIBITED, AND WILL BE CONSIDERED A SERIOUS VIOLATION OF PROFESSIONAL RESPONSIBILITY.

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to Haney Technical College officials for purposes of investigation and response.

Signature:

Date:
