



SCC Complaint Information Sheet and Form

Please complete the following form, sign and submit two copies to: Southwestern Community College, 447 Drive, Sylva, NC 28779 in c/o the Dean of the area in which the complaint is against. Your concerns will be addressed as defined by Policy 6.02.03 (grade appeal); Policy 6.03.02.01 (academic related); and Policy 6.03.02.02 (non-academic related.)

Is this Complaint About a Person?

Yes

No

Enter the Name of the Student, Faculty or Staff employee which this Complaint is about:

Is the person named above a . . .

Current Student
SCC Staff

Future Student
SCC Faculty

Former Student

Other

What is the Category of this Complaint (check all that apply)

Academic

Facilities

Individual

Service

Other

Statement of Complaint

(state your complaint as clearly as possible)

Description of Complaint

(Provide specifics regarding who, what, when, where, and supporting evidence of complaint)



Have you talked with staff or instructor(s) regarding your concern?
(If yes, to whom and please describe the outcome.)

Student Contact Information

Name of Person Making This Complaint _____

Phone: _____

Email (SCC) address: _____

Date of this Complaint: _____

SCC does not tolerate retaliation against individuals who file a complaint to SCC administration or against those who cooperate in good faith with the investigation of such reports. To the extent possible, the confidentiality of the reports will be maintained.



For Official Use Only

Action(s) Taken

Resolution

Follow-up needed?