



# SHERIDAN TECHNICAL COLLEGE STUDENT COMPLAINT FORM

5400 Sheridan Street • Hollywood, FL 33021 • Tel 754.321.5400 • www.SheridanTechnicalCollege.edu

Instructions: Before completing this form please read and follow the grievance procedures provided in the Broward Technical Colleges Student Handbook or STC website. This form can be submitted in person at the main campus Administration Office or emailed/faxed to: Kim.Curry@browardschools.com or (754) 321-5680.

## STUDENT INFORMATION

STUDENT LAST NAME	STUDENT FIRST NAME
STUDENT ID#	PROGRAM
ADDRESS	CITY/STATE/ZIP
PHONE NUMBER	EMAIL ADDRESS

## COMPLAINT/GRIEVANCE INFORMATION

Name of individual and/or department against whom the complaint/grievance is filed:

Describe your complaint/grievance in detail. Include date(s) of occurrence (be as specific as possible). Attach additional sheets, if necessary, along with any documentation that will help describe and substantiate the complaint. Are there any witnesses who should be interviewed? If yes, list names and contact information.

Students are encouraged to discuss their concerns and complaints through informal conferences with the appropriate instructor, counselor, or campus administrator. Have you made an attempt to resolve this complaint or grievance with the individual and/or department involved?  yes  no  
If yes, describe the outcome: (Attach any additional comments, if necessary).

What outcomes do you hope to achieve after talking to the appropriate STC official(s)? Attach additional sheets, if necessary.

I understand that by signing this form, I am giving Sheridan Technical College permission to contact school officials, other agencies and/or persons in efforts to conduct a thorough investigation. I hereby declare that the information on this form is true, correct and complete to the best of my knowledge.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



Sheridan Technical College is accredited by the Commission of the Council on Occupational Education.  
7840 Rosewell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Tel (770) 396-3898 • Fax (770) 396-3790  
www.council.org



Sheridan Technical College  
Practical Nursing Program is accredited through  
Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
Tel (404) 975-5000 • Fax (404) 975-5020  
www.acenursing.org



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STC\_Guidance\_StudentComplaintForm rev 11.2017

### For Office Use Only:

Complaint/Grievance Resolved:

Yes  No

If not, resolved, what are the next recommended step(s)?

Administrator/Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_