



## Student Non-Grade Complaint Form

*This form is to be submitted to the Office of the Vice President for Learning Support  
7932 Opossumtown Pike, Frederick, MD 21702, Suite 319 of Jefferson Hall,  
[lhildebrand@frederick.edu](mailto:lhildebrand@frederick.edu), within ten (10) workdays of what originated the complaint.*

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date Incident/Issue of Complaint Occurred \_\_\_\_\_

Office/Employee Against Whom Complaint is Made (Responding Party)

\_\_\_\_\_

Nature of Complaint:

(attach additional sheets, if necessary to email message on submit)

Requested Action/Resolution to Complaint:

Check if appealing the response from an original complaint to the Senior Leader

\_\_\_\_\_

\_\_\_\_\_  
Signature, Receipt by the Office of the  
Vice President for Learning Support

\_\_\_\_\_  
Date

The Non-Grade Complaint Form should be referred by the Office of Learning Support to the Responding Party and Senior Leader of the Responding Party.