Official Student Complaint Form

ACHS takes complaints very seriously. Please attempt to resolve any issues with the following heads of departments before lodging a formal complaint:

- President: Dorene Petersen dorenepetersen@achs.edu
- Compliance: Erika Yigzaw, Chief Institutional Officer erikayigzaw@achs.edu
- Academic Dean: Oleg Maksimov olegmaksimov@achs.edu
- Student Services: Heather Baley, Dean of Students heatherbaley@achs.edu
- Operations: Tracey Abell, Director of Operations traceyabell@achs.edu

All of the above people can be reached by telephone at 800 487 8839

Please complete the following form completely, sign it, and scan and email to the appropriate department, mail it to the College at 5940 SW Hood Avenue, Portland, Oregon, 97239, or fax to 503-244-0727. Your complaint will be acknowledged within 30 days and investigated. Investigation may take several months. The conclusion to the complaint will be mailed to you.

If you would like to drop a course, please contact the Registrar by email to registrar@achs.edu or call 800-487-8839.

Your name: ________________________________

Program: _________________________________

Course(s) affected: __________________________

Current address: ______________________________

Current telephone: ___________________________

Current email: ______________________________

Names of any staff or faculty involved in your complaint: ________________________________

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Nature of your complaint:

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Additional Comments:

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For College Use:
Date received: _________________
Date of enrollment: ___________ Expected Completion date: ___________
Investigated by: ___________________ Approved by: ___________________
Outcome/action required: ___________________