



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 Strategy Officer erikayigzaw@achs.edu
- Student Services: Heather Baley, Dean of Students heatherbaley@achs.edu
- Operations: Tracey Abell, Chief Operating Officer 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 5005 SW Macadam Avenue, Portland, Oregon, 97239, or fax to 503-244-0726. 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.

Date Submitted: _____

Person completing this form: _____

Your name: _____

Program: _____

Course(s) affected: _____

Current address: _____

Current telephone: _____

Current email: _____

Names of any staff or faculty involved in your complaint:

Nature of your complaint:

