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:

- Faculty Professor: Dr Arianna Staruch ariannastaruch@achs.edu
- Dean of Admissions: Tracey Miller traceymiller@achs.edu
- Registrar: Heather Baley heatherbaley@achs.edu
- Student Services: Joel Strimling joelstrimling@achs.edu
- Senior Vice President Erika Yigzaw erikayigzaw@achs.edu
- President Dorene Petersen dorenepetersen@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 mail it to the College at 5940 SW Hood Avenue, Portland, Oregon, 97239. 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 complete the withdrawal form available at the website at achs.edu or from student services. If you would require financial assistance, please contact the Registrar at 800 487 8839 or registrar@achs.edu

Your name: ____________________________________________

Course: ______________________________________________

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: ______________ Completion date: ______________
Investigated by: ______________ Approved by: ______________
Outcome/action required: ______________
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