



TALLADEGA  
COLLEGE

## Report of Individual Complaint

Grievance Record (Administrator)

Name of individual initiating complaint:	Date:
Department:	Job Title:
Supervisor:	
Has the individual followed the proper channel of the Grievance Procedure? YES( ) NO( )	
What was the individual's complaint?	
Is it justified?	
Why or why not?	
What was your decision?	
Was the individual satisfied?	

Signed: \_\_\_\_\_

Title: \_\_\_\_\_