



**Maalot College**  
**6530 N. 7<sup>th</sup> St. Phoenix, Arizona 85014**  
**(480) 454-7228 [maalotcollege.org](http://maalotcollege.org)**

**Student Grievance Form**

**Date of form submission \_\_\_\_\_ Name \_\_\_\_\_**

Student Grievance Procedure: This form should be used when a student has a general non-academic grievance with the Institution. Please take the following steps and read the instructions before submitting this form:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. Contact information for each administrator is available in the Catalog. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to the administrator, president, or other designee who shall have five (5) business days in which to investigate and address the grievance.
3. If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board Address is:

1740 W. Adams Street, Suite 3008  
Phoenix, Arizona 85007  
602-542-5709  
Website: [www.ppse.az.gov](http://www.ppse.az.gov)

**Describe the issue: Include the dates, important details and names, if relevant to the complaint.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you need more space, please attach another sheet or copies of documents relevant to complaint.**

**Signature \_\_\_\_\_**

**PLEASE MAIL THIS FORM TO Maalot College (address above) to the attention of Dr. Sharon Lite, Director of Operations.**

**For office use only**

**Date received \_\_\_\_\_**

**Name of person receiving this form \_\_\_\_\_**

**Resolution, attach a copy of the notice sent to student: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**Date student notified of resolution \_\_\_\_\_ Signature of Dean/Director \_\_\_\_\_**

**Student accepted resolution of the complaint  Student forwarded the complaint to [ppse.az.gov](http://ppse.az.gov)**