



Manhattan Christian College

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INSTRUCTIONS FOR THE STUDENT CONCERN FORM

Manhattan Christian College wants to hear your opinions and concerns! Students who have specific suggestions, concerns, ideas, or complaints regarding their experience as a student at MCC are encouraged to use this form to make those known to the appropriate persons or department. Completed "Student Concern Forms" will be reviewed to determine how the concern should be addressed and forwarded to the appropriate individuals or departments for their consideration and response.

MCC will respond to the students concerns within two weeks from the date the form is submitted. This will give either an answer to the concern or the measures being taken to address the concern.

You can either complete a "Student Concern Form" online (on the Current Students/Student Life page) or complete a printed copy (PDF). Completed paper forms should be submitted to the Student Development Office located in the Campus Center.

Please fill this form out completely using the following instructions.

1. Mark your specific area of concern.
2. Provide a detailed explanation of your concern written legibly in the space provided or on an attached page. (If you use attached pages please use the "Student Concern Form" as a cover page.) One issue per form please.
3. Be sure to include your name, phone number, and e-mail address on the form and any attached pages. Anonymous forms will not be processed.

Any questions related to the completion or use of the "Student Concern Form" should be directed to the Director of Student Development.

