

Student Name:

CITRUS COMMUNITY COLLEGE DISTRICT 1000 West Foothill Blvd. Glendora, CA 91741-1885

Student ID#:

Student Complaint Form

| Email: | Phone: | : | | |
|--|--|-------------------------------|-----------------|-----------------|
| Street Address: | Countr | - | | |
| City: | Zip Cod | de: | | |
| | nint relating to course grades or the right to frem," which can be found at this website: www.citrus | | | |
| possible why you are filing a etc.) to support your staten | tach a type-written, <u>detailed explanation of y</u> a complaint. Be sure to include all the necessar nents so that your complaint can be appropria ice or department where the incident occurre | y information Itely addres | n (includi | ng names, dates |
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| | | | | |
| Please type the name of | the employee that is involved in your compla | aint below | (if application | able): |
| Employee Name: | Date of Incident: | | | |
| Department/Office: | | Phone: | | |
| Desired Outcome: | | | | |
| Student Signature: | Date: | | | |

| FIRST Level - For Office Use Only | | | | |
|---|---|--|--|--|
| Date Received: | | | | |
| Result/Outcome: | □ Informal Resolution, met with student □ Forwarded to instructor for resolution □ Student did not request action, just to be heard □ Complaint involved grades and/or freedom of expression. Student was directed to follow the Grievance process. □ Complaint involved sexual, harassment, discrimination, violence, or stalking and was forwarded to the Title IX Coordinator in Human Resources on: □ Other (explain): | | | |
| Manager Name: | Extension: | | | |
| Signature: | Date: | | | |
| IF necessary, forward information to second level administrator (i.e. Dean or Vice President) SECOND Level - For Office Use Only Date Received: | | | | |
| Result/Outcome: | | | | |

Extension:

Date:

Name:

Signature: