



Student Services Student Complaint Form

A general student complaint may be filed by a student who feels an action of a college staff member, office, or group violates existing college rules, policy, or procedures or other local, state, and federal laws. The Complaint Procedures are formalized procedures to ensure timely resolution at the lowest possible level. The first step is the informal resolution stage, which involves the student who has a complaint and the staff member or specific group with whom the student has a complaint. The student must notify the staff person or representative of a group that he or she wishes to make an appointment for an informal meeting to review an action within ten days of its occurrence. Complaints will be forwarded to the appropriate administrator to review.

BACKGROUND INFORMATION

*Required Fields

*Your full name:

Student ID #:

Your phone number:

*Your email address:

Mailing address:

REQUIRED INFORMATION

***Date of incident or term:**

Specific location of incident:

***Please provide a statement describing the incident you are reporting, the date of the incident, or the date that you discovered the problem. (Attach separate word document for more space.)**

Full name of the instructor or Ohlone College employee you are reporting.

Course Name, Number, Section, Term (example: BIOL 130-04 Fall 2020)

***What specific rule, regulation, or law or student right do you feel the college personnel has violated?**

***What remedy are you seeking?**

Supporting documentation

Photos, video, email, and other supporting documents may be attached to the email related to this form.

*Date _____

*Signature _____

Return to the Office of the Vice President of Student Services via email to studentservices@ohlone.edu.

Office Use Only

Date received:

Referred to: