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Report an Incident/Complaint

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Klamath Community College utilizes a one policy, one process approach for reporting incidents or complaints. This means the same form and process is available for students, employees and community members to initiate an investigation and response into an incident or issue.

Incidents of discrimination, harassment or assault should be reported as soon as possible via the link/form in the resource box to the right, or by contacting Title XI via email at:

- titleIX@klamathcc.edu

Once submitted, the information will be reviewed by the executive director of Human Resources and general counsel in order to determine the appropriate next steps, which may include referral of the complaint to another office such as Human Resources or an academic dean as appropriate.

For more minor difficulties, KCC encourages individuals to resolve conflicts or concerns at the lowest, most direct level, as this is good practice for work and life. We encourage the use of open and honest communication, following the Student Code of Conduct, to promote a safe learning environment.

When faced with a disagreement or conflict, attempt to discuss the matter first directly with the individual (except in cases of sexual misconduct). If the matter is not resolved from that effort, then speak with the individual's immediate supervisor (if the issue is with a College employee), or seek a mediator (if the issue is with another student) such as a faculty member, advisor or campus counselor.

If the matter still cannot be resolved and you wish to submit a formal complaint, you may do so with the campus incident/complaint reporting form in the resource box above.

In the event that direct resolution and/or communication is not an option, or poses an immediate threat, complete a campus incident/complaint reporting form. The form can be submitted online, or turned in to the receptionist in the Founders Hall lobby.

Submit a concern or incident

* Required

Submit a concern or incident

This form is for use by any member of the campus community (students, employees, and guests) to submit an initial report of a campus incident or complaint. Once submitted, the report will be reviewed by the Director of Student Support Services for follow up regarding next steps, including the possible involvement of additional members of the administration. Every effort will be made to keep your personal information confidential, to the extent possible depending on the specific incident, complaint or situation. If you choose to submit this report anonymously, please be aware that it may limit the ability for thorough follow up.

Description of incident or concern *

Personal Information

You may submit this form anonymously; however, if you wish to be contacted for follow-up and/or support, please provide your contact information below.

Name

KCC ID

Email

Phone Number

Submit

Contact Campus Safety

Campus Safety

541-880-2314

safety@klamathcc.edu

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