Received by: _____
Date: _____

Student Complaint Form (formal)

Name _____ ID # _____
E-mail Address _____ Phone _____

The Student Complaint Form provides students with a more formal means of reporting what they believe are violations to their rights. Before a Student Complaint Form is filed the following informal steps should be taken to resolve the issue:

- The student discusses the matter with the faculty or staff member that he/she believes has made the violation
- If the matter is not resolved, the student then may speak with the department head (faculty) or supervisor (staff) of that employee
- If the student is still unsatisfied, he/she may submit a formal complaint form to the KCC Student Success Manager or the Vice President of Student Services for consideration *except* in cases involving a formal complaint against an instructor. Faculty complaints go directly to the Vice President of Learning Services located in building 3. Students can expect to receive follow-up regarding formal complaints within 10 business days of the filed form. Designated personnel will communicate with the student to determine what steps may be taken to remedy the complaint. Student Complaint Forms are available on-line via the KCC web site at www.klamathcc.edu or at the front desk of building 3.

Assuming that you have taken the steps above, please describe your complaint. You may attach any supporting documentation that may be relevant and/or use additional space beyond what is provided below.

I have submitted what I believe are true statements as part of this complaint.

_____ _____
Student Signature Date

**Student Complaint Forms should be submitted to the KCC Student Success Manager or the Vice President of Student Services Office located in building 3.