



STUDENT COMPLAINT FORM Level I

The Student Complaint Procedures are established so that students can resolve difficulties/problems they encounter in College-related activities. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student conduct and/or complaint process. (These policies can be found at <http://www.kccd.edu/Board%20Policy%20Manual/Default.aspx>)

Name of Student Completing Form:		Date:
Address:		Student ID #:
Porterville College Email Address:		Phone:
Complaint Against: (identify employee)		

Per KCCD Board Policy 4 F10 (a) a student complaint must meet one of the below areas of complaint. Please check the specific area of complaint.

AREA OF COMPLAINT	CHECK THE APPROPRIATE COMPLAINT AREA
Course content	
Access to classes	
Verbal or physical abuse by faculty, staff, or students	
Faculty member refusal to confer with student(s)	
Grades (mistake, fraud, bad faith, or incompetence) KCCD Policy 4C4C	
Harassment - Policy 11D2	
Unlawful Discrimination - Policy 11D4	

1. Was a conference held with the College employee against whom this complaint is being filed? Check one.
 No Yes

No. If no, provide a **detailed explanation** to explain why no conference was held.

Yes Date of Conference:

Provide a **detailed explanation** of the conference outcome.

2. Was a conference held with the Department Chair or supervisor of the College employee against whom this complaint is being filed?
 No Yes

Date of Conference:

Met with:

If yes, Conference outcome: (Additional paper may be used.)

3. Date on which incident occurred:

4. Write a description of the general and specific grounds on which the complaint is based. (Additional paper may be used.)

5. Specific remedy proposed.

6. List all documents that should be reviewed (include legible copies).

I believe that I have pursued all of the necessary steps in order to informally resolve my grievance and consider the issue of sufficient concern to file this written complaint.

Signature

This Box --- For College Official's Use ONLY

Date Received:

Received By:

Responsible Staff:

Date Received

Received By:

Conference Date:

Individuals in Attendance:

Written Response to Complaint Date: