



East Los Angeles College Student Comment Form

Please read all instructions below before submitting your comment.

To resolve classroom / Instructor issues:

- Step 1: Speak with the instructor.
- Step 2: Speak to the Chair of the Department (if needed).
- Step 3: Speak to the Dean of the Department (if needed).
- Step 4: Go to the Student Services Office (E1-213). Fill out the comment form, which will be forwarded to the Academic Affairs office (G1-207).
- Step 5: The Dean of Academic Affairs will review the issue and forward the results and form to Student Services.
- Step 6: Student will be notified of the outcome.

To resolve Customer Service issues:

- Step 1: Speak to the Director or Dean over the department.
- Step 2: Fill out the Comment Form from the Student Services office (E1-213).
- Step 3: Submit the form to the Student Services office. The issue will be investigated.
- Step 4: The student will be notified of the outcome or resolution.

I understand that submission of this Comment Form (*initial each line below*):

_____ does not constitute the beginning of the Student Grievance Procedures as stated in E-55.

_____ does not replace the need to provide a written Statement of Grievance as stated in E-55, 4.a.

Student Signature: _____ **Date:** _____

Date: _____	Student ID #: _____
Last Name: _____	First Name: _____
Address: _____	Day Phone: _____
_____	Eve. Phone: _____
_____	Email: _____

Type of Comment involving a/an (*check all that apply*):

- Instructor: Last Name, First Name _____
- Class and Section Number _____
- Semester in Question _____
- Name of Office _____
- Staff: Last Name, First Name _____
- Student: Last Name, First Name _____



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Please describe in detail what happened: *(print clearly, include dates & evidence)*

The Department Chair or Dean of the department **was / was not** contacted.
(please circle one)

Specific Resolution / Corrective action requested:
