



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: _____

Last Name: _____

Address: _____

Student ID #: _____

First Name: _____

Day Phone: _____

Eve. Phone: _____

Email: _____

Type of Comment involving *alan* (*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:
