



# 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 \_\_\_\_\_



# East Los Angeles College Student Comment Form

---

Please describe in detail what happened (*print clearly*)

---

---

---

---

---

---

---

---

---

---

---

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

**Specific Resolution / Corrective action requested:**

---

---

---