



SERVICE COMPLAINT FORM

*Coast Community College District employees make every effort to serve their community courteously and efficiently, while acting in accordance with district policies and state and federal laws. Individuals dissatisfied with a campus policy or the conduct of a college employee may bring a complaint to the attention of the appropriate faculty, staff, or administrator at any time. If after trying to resolve an issue, a person is unsatisfied with the outcome, they may begin the informal process by contacting the supervisor of the appropriate department. If after contacting that department supervisor, they are still not satisfied, they may begin the formal process by submitting a SERVICE COMPLAINT FORM to the Vice President of Student Services' office. **Please do NOT use this form for complaints of harassment or discrimination** (see college website or catalog for further information). Complaints about parking tickets should be directed to the college's Campus Safety Office.*

If you wish to file a formal complaint, please complete this form in its entirety.

Today's Date:		Your name:	
College:	<input type="checkbox"/> Coastline	<input type="checkbox"/> Golden West	<input type="checkbox"/> Orange Coast
Have you discussed this issue with the appropriate supervisor? <i>If not, please do so before filing this form.</i>	<input type="checkbox"/> Yes Person you spoke with: _____ <i>If you need help in identifying the appropriate supervisor, please call the Vice President of Student Services' Office at the appropriate college:</i> <i>Coastline (714) 241-6160</i> <i>Golden West (714) 895-8307</i> <i>Orange Coast (714) 432-5897</i>		
Student ID number (if you are a CCCD student):			
Phone number:			
Email address:			
Mailing address:			
Date of incident/issue:			
Complaint is regarding:	<input type="checkbox"/> Process <input type="checkbox"/> Department <input type="checkbox"/> Employee		
Department:			
Please provide details regarding your complaint. Resolutions are best reached when you provide as many details as possible. <i>Attach additional pages as necessary.</i>			
Resolution you are seeking:			

I hereby verify that the claims/allegations and supporting statements made herein are true to the best of my knowledge.

Complainant Signature: _____