



# EAST LOS ANGELES COLLEGE STUDENT COMMENT FORM

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
 \_\_\_\_\_ Eve. Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

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

- Instructor/ Last Name, First \_\_\_\_\_
- Class and Section number \_\_\_\_\_
- Semester in question \_\_\_\_\_
- Name of office \_\_\_\_\_
- Staff / Last Name, First \_\_\_\_\_
- Student / Last Name, First \_\_\_\_\_

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Specific Resolution / Corrective action requested:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please read 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 a 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 a 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:**

\_\_\_\_\_ does not constitute the beginning of the Student Grievance Procedures as stated in E55.

\_\_\_\_\_ does not replace the need to provide a written Statement of Grievance as stated in E55, 4, a.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Fielded by: Office: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Fielded by: Office: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_\_\_\_\_

Resolution reached: \_\_\_\_\_

Student Notified on: \_\_\_\_\_