

Student Comment Form

Instructions: Students who have a comment about their Shasta College experience should complete this form and **submit through email to area supervisor or print copy to respective administrative office.** Students should allow 10 business days to receive a written response to their comment through the email or telephone number provided.

Check one: Concern/Complaint Compliment

Student Information

Student Name:	Student ID#
Address:	City/State/Zip:
Email Address:	Best phone number to be reached:
Semester/Year:	Current student: Yes No

Comments

Name of individual and department about whom the comment is filed:

Students are encouraged to discuss their comment through informal conferences with the appropriate instructor or other College employee.
 Have you made an attempt to resolve the situation with the individual and/or department involved? Yes No
 If yes, describe the outcome: (Attach any additional comments, if necessary.)

Describe your comment in detail. Include date/s of occurrence (be as specific as possible). Attach additional comments, if necessary, along with any documentation that will help describe and substantiate the statements.

What outcome do you hope to achieve after talking to the appropriate college official(s)? Attach additional sheets, if necessary.

I understand that information contained on this form will be held confidential to the extent possible. Comment information may be shared with college officials in order to conduct a thorough investigation. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions in accordance with college disciplinary policies.

Signature: _____

Student

Date: _____