



COMPLAINT / INCIDENT / GRIEVANCE FORM

Submit completed form to the Office of the Vice President of Educational Services

Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

_____ Office Phone: _____

When? (Date and Time of Incident)	Who? (Names of persons involved)

Where? (If class, include section # and course name)	Witnesses: (Include names and phone numbers)

What happened? (Please provide details about the incident or complaint. Use back of form if necessary.)

Evidence/Documents (Please list below and attach any evidence/documents in support of the claim.)

I have completed this report as a request for this complaint/incident to be investigated and appropriate action to be taken.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Form received by: _____ Date received: _____

ACTION TAKEN

STAFF MEMBER'S NAME: _____ POSITION: _____

STAFF MEMBER'S SIGNATURE: _____ DATE: _____

COMPLAINANT NOTIFIED: _____

What happened? (continued)

What remedy are you seeking? How would you like the complaint to be resolved?

**AUTHORITY OF INSTRUCTORS
CLASSROOM RELATED INCIDENTS**

According to Education Code Section 76032, faculty members have the authority to manage their classes and classrooms and to maintain an acceptable level of conduct within each class. Any instructor may order a student removed from his or her class for the day of the removal and the next class meeting. Using the "Complaint/Incident Form", the instructor shall immediately deliver the form to the Vice President of Educational Services or designee. The Vice President of Educational Services shall arrange for a conference between the student and the instructor regarding the removal. The Vice President of Educational Services shall attend the conference if the instructor or the student requests the attendance of the Vice President of Educational Services. The student shall not be returned to the class during the period of the removal without a concurrence of the instructor. Nothing herein will prevent the Vice President of Educational Services from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal. (Education Code Section 76032, West Hills Community College District Administrative Procedure 5520, Student Discipline).



REQUEST FOR GRIEVANCE HEARING FORM

Submit completed form to the Office of the Vice President of Educational Services

Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

_____ Office Phone: _____

I request a formal hearing regarding the grievance I filed on _____
(Date)

Note: Copy of Complaint/Incident/Grievance Form must be attached to this form.

Signature: _____ Date: _____