



# Student Complaint Form

*Non-Civil Rights / Non-Discrimination*

**INSTRUCTIONS:** Please use this form to report a student complaint under **Board Policy 5350** (Student Grievance) when you believe your individual rights or due process rights under college policy, state law, or federal law have been denied. This form is **not** for discrimination, harassment, retaliation, Title IX, or grade/academic issues handled through a different process.

## STUDENT INFORMATION

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## COMPLAINT INFORMATION

Person(s), office, or department involved:

Date of incident, action, or decision you are complaining about:

If this complaint involves more than one incident, list the date(s):

Course, program, service, or location involved, if applicable:

### **Informal Resolution**

Did you try to resolve the matter informally first?

Yes

No

If yes, describe who you contacted, when, and what happened:

If no, explain why:

### **Describe Your Complaint**

Describe what happened. Include the facts, dates, names of people involved, and any other important details. Attach additional pages if needed.

### **Why Are You Filing This Complaint?**

Explain which right, policy, procedure, or due process protection you believe was denied.

### **Witnesses**

List any witnesses who may have relevant information:

### **Documents Attached**

Emails

Letters or notices

Course or program documents

Prior complaint or petition

Other: \_\_\_\_\_

### **Requested Resolution**

Describe the outcome or resolution you are requesting:

**Certification**

I certify that the information provided in this complaint is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email your completed Complaint Form and any additional documentation to the Office of the Vice President of Student Services at [amber.cheatham@solano.edu](mailto:amber.cheatham@solano.edu).

This form is for non-civil-rights student complaints only. Do not use this form for unlawful discrimination, harassment, retaliation, Title IX complaints, or grade/academic matters governed by separate District or Academic Council procedures. Complaints within the scope of the student grievance policy may be processed through the formal student grievance procedure after review.

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**Staff Use Only Below This Line:**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Case/Reference Number: \_\_\_\_\_

Forwarded To: \_\_\_\_\_