



Procedure for Students Who Have Concerns or Grade Disputes

As an Eastfield College student, you are expected to know your rights and responsibilities as outlined in the student code of conduct*. You must also understand policies, learning objectives/outcomes, grading criteria, and your role/responsibilities as outlined in course syllabi. Please ensure that you have read and clearly understand the student code of conduct and/or course syllabus prior to expressing your concern.

Contact the appropriate college administrator or your instructor to arrange a meeting, including an agreed upon time and location.

To prepare for meeting with the appropriate college official or your instructor, please assemble the following documents:

- course syllabus
- any relevant email exchanges
- homework or other assignments in question
- related tests

Prior to the meeting, make notes about or write out your concern. Include your proposed solutions and/or the outcome you seek.

Arrive at the meeting location on time

Present the relevant documentation and share your proposed solutions and/or the outcome you seek.

Listen openly to the response and take notes as appropriate.

Express appreciation to the college administrator or to your instructor for taking time to hear your concern.

*<https://www1.dcccd.edu/catalog/ss/code.cfm?loc=4#>



STUDENT CONCERN FORM

Instructions: Follow the procedures for appealing to area supervisor when completing this form. Carefully complete the form and provide relevant supporting documentation as appropriate.

STUDENT INFORMATION	
Student Name	
Address	City/State/Zip
Student ID#:	Semester & Year:
Home Phone Number	Work Phone Number
Cell Phone Number	Email Address
CONCERN INFORMATION	
Name of instructor, individual, or department against whom the concern is filed:	
Class, section, and day and time class meets about which you have a concern (if applicable):	
Have you attempted to resolve this issue with the instructor, individual and/or department involved? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe the outcome: If no, why not?	
Describe your complaint in detail? (Be as specific as possible. Use additional paper if necessary.) Attach any supporting documentation that will help to describe and substantiate your concern.	
What is your desired outcome after talking to the appropriate college official(s)?	

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 as stipulated in the Student Code of Conduct.

Signature: _____

Date: _____