



Policy 504-00 Institutional Records of Student Complaints

Sponsor: Office of the President

Policy

To comply with the policy of Higher Learning Commission, the College President will develop administrative procedures to document written, formal complaints submitted by students to the Chief Executive Officer, the Chief Academic Officer, the Chief Business Officer and/or the Chief Student Affairs Officer. The procedures will ensure appropriate records are maintained including information about the disposition of complaints and referrals made to external agencies.

Policy History

12/10/1998 New and Approved by District Governing Board

Legal Review

None