

## **504-00 INSTITUTIONAL RECORDS OF STUDENT COMPLAINTS—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 Services Officer. The procedures will ensure appropriate records are maintained including information about the disposition of complaints and referrals made to external agencies.

Revision history: 12/10/1998 (new)

Legal review: none

Sponsor: Office of the President

Adopted by District Governing Board: 12/10/1998

**COCONINO COMMUNITY COLLEGE**