



**Campus Police--Ext. 2329  
After Hours & Weekends—Ext. 2555**

## COMPLAINT FORM

(SUBMIT THIS FORM TO THE OFFICE OF THE VICE PRESIDENT, STUDENT SERVICES, BLDG 55)

Your 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:	Phone Number:

**What happened?** Please give in detail who said or did what during the incident. Use back of form if necessary.


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

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Date Received \_\_\_\_\_ Staff Initials

**FOR OFFICE USE ONLY**

**ACTION TAKEN:**

STAFF MEMBER'S NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

STAFF MEMBER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPLAINANT NOTIFIED:

**What happened? (cont.)**


## 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 Form”, the instructor shall immediately deliver the form to Office of the Vice President, Student Services and shall report the action to the dean of the area discipline. The dean of the area discipline shall arrange for a conference between the student and the instructor regarding the removal. The dean of the area discipline shall attend the conference if the instructor or the student requests the dean’s attendance. 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 dean of the area discipline from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

(Education Code Section 76032, Page 7 of VVC AP 5520a – Standards for Student Discipline)