



YUBA COMMUNITY COLLEGE DISTRICT (YCCD) COMPLAINT PROCESS

Most complaints, grievances or disciplinary matters should be resolved at the District or College level. You are encouraged to work through the YCCD complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the YCCD level may be presented:

- To the Accrediting Commission for Community and Junior Colleges (ACCJC) at <http://www.accjc.org/complaint-process> if your complaint is associated with the institution's compliance with academic program quality and accrediting standards. ACCJC is the agency that accredits the academic programs of the California Community Colleges.
- To the CCC Chancellor's Office at <http://www.californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx> if your complaint does not concern CCC's compliance with academic program quality and accrediting standards.
- If your complaint involves unlawful discrimination, use the YCCD Unlawful Discrimination Complaint Form at <http://www.yccd.edu/diversity/index.php>.

Nothing in this disclosure should be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaints.

The California Community Colleges Chancellor's Office (CCCCO) has provided this disclosure to you in compliance with the requirements of the Higher Education Act of 1965, as amended, as regulated in CFR 34, Sections 600.9 (b) (3) and 668.43(b). If anything in this disclosure is out of date, please notify the CCCCCO at 1102 Q St., Sacramento, CA 95814. This disclosure was last revised on 5-09-11.

COMPLAINT FORM

I have read and understand the Complaint Process Notice, as provided above. YES

Complaint Category:

- Academic Disputes
- Accounting/Billing
- Customer Service
- Fraud and Abuse
- Health and Safety
- Privacy
- Program Scheduling Availability
- Student Rights and Grievances (AP 5530)**
- Other: _____

District Location:

- Yuba Community College District
- District Services
- Woodland Community College
- Yuba College
- Clear Lake Campus
- Other: _____

Specific Department or Individual:

Relationship to YCCD:

EMPLOYEE STUDENT COMMUNITY MEMBER OTHER

Explain Other:

Do you wish to remain ANONYMOUS for this complaint?

YES NO

*(If you desire to remain **ANONYMOUS**, you will not receive any contact follow up, even if you provide your name, phone number and/or email information below)*

Your name:

Your phone number:

Your email:

Please provide ALL DETAILS regarding your complaint:

Attach additional pages and supporting documentation as needed

Signature:

Date:

Print and submit this form to:

**Human Resources Development/Personnel Services • 2088 North Beale Road • Marysville, CA 95901
Contact: (530) 741-6976 • Fax: (530) 741-1017 • hr@yccd.edu**
