



November 1, 2017

Memo

RE: Student Complaints Reporting, Monitoring and Review

The Office of the Vice President for Enrollment Management and Student Services maintains a database of student complaints for each academic year and provides an annual report to the President's Cabinet. It is the responsibility of the President's Cabinet to monitor the data and make recommendations and changes to the college as appropriate.

It is the responsibility of the Vice President for Enrollment Management and Student Services to review the Student Complaints Procedure and its effectiveness and to make recommendations for changes, where appropriate, to be considered by the President's Cabinet.