

Easy Steps to  
Suggestion/Complaint  
Procedures

1. Obtain a Complainant form.
2. Give the completed form to your instructor
3. You and your instructor decide on the resolution
4. If you are not satisfied with the outcome you may contact the ROP Adult Program Coordinator, Mary Whited at (209) 381-6677

*Every Student  
A Success*



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# Suggestion/Complaint Procedures

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Merced County Regional Occupational Program (ROP) wants to ensure that "Every Student A Success" is not just a saying but a reality for our students. Merced County ROP has prepared Suggestion/Complaint procedures so students can easily voice their concerns, ideas, needs, and complaints, as needed.

1. All adult students are provided a complainant form when they enroll in an ROP Class. Additional forms can be obtained from the instructor.
2. Give the completed form to your instructor.
3. The complaint resolution form is completed by you and your instructor to ensure a positive outcome to the situation.

We value your opinions, suggestions, and concerns. We hope you will help us in our efforts to ensure "Every Student A Success."