

## Third-Party Comment Form

### HOW TO FILE A THIRD-PARTY COMMENT WITH WSCUC

1. Carefully read the ‘Submitting and Processing Third-Party Comments’ section of the WSCUC [Complaints and Third-Party Comments Policy](#) (pages 6-7).
2. Use the attached Third-Party Comment Form to submit a comment. You must complete all applicable sections of the form before the comment will be reviewed.
3. You may attach additional sheets of paper if you need more space. Include with the form any copies of documents and supporting materials that pertain to your comment. (50 page limit).
4. Mail or email your Third-Party Comment Form and any additional documentation or supporting materials to the address below.

### Third-party identification

Please take careful note of the information in the Complaints and Third-Party Comments Policy regarding the declaration of identity on this form.

### THIRD PARTY COMMENT REVIEW PROCESS

1. Third-party comments are reviewed by Commission staff after receiving the Third-Party Comment Form and supporting documents. Normally, no response is made to the commenter. If appropriate, staff may contact the commenter for clarification or additional information.
2. Commission staff will determine the appropriate course of review and action on the comment which may include, but is not limited to: sending the information to the institution, with or without the commenter’s name for its information or follow up; referring the information or a summary of issues to a future review team; holding the information in a file for future reference, or disregarding the information and taking no action.

**If you have further questions, please contact:**

WASC Senior College and University Commission (WSCUC)  
985 Atlantic Avenue, Suite 100  
Alameda CA 94501  
Phone: 510-748-9001 x 300  
Web: [www.wscuc.org](http://www.wscuc.org)  
Email: [wscuc@wscuc.org](mailto:wscuc@wscuc.org)

**COMMENTER INFORMATION:**

- I wish to remain anonymous
- I am identifying myself to WSCUC but do not wish to share my identity with the institution in question
- You may share my identity with the institution in question

Third-Party Commenter Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**INSTITUTIONAL INFORMATION**

University or college named in the complaint:

\_\_\_\_\_

Complainant's relationship to the university or college named above:

- Student                       Faculty                       Staff
- Other (please state): \_\_\_\_\_

Current status of relationship with university or college:

- Enrolled       Graduated       Withdrawn       On Leave
- Resigned       Terminated       Employed
- Other (please state): \_\_\_\_\_

What is the basis of your comment?

Please provide any comment about the institution's quality or effectiveness.

Date: \_\_\_\_\_