

## UCSB Office of the Ombuds Personal Summary

**Users of the Office may find it helpful to write out their specific issues, as well as their expectations, before they meet with an ombuds. Please use this outline if you feel that it will help you collect your thoughts before your appointment. This worksheet is for your use and need not be shared with the ombuds.**

1. Describe the issue/complaint. Include any details you believe are important to the situation:

2. Have you pursued any courses of action prior to coming to the Office? If yes, what did you do and what was the outcome?

3. How would you like this situation to be resolved? If another person is involved, how do you think that person would like it to be resolved?