



## Statement of Grievance Form

This form must be filed whether or not the student has initiated efforts at informal resolution.

Name: \_\_\_\_\_ SID#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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

Date of incident upon which grievance is based or learned of the basis for this grievance: \_\_\_\_\_

I believe a college decision or action has adversely affected my status, rights or privileges as a student in the following manner:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
- Financial Aid
- Final Grade – Instructor Name: \_\_\_\_\_ Course/Section: \_\_\_\_\_  
to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." *In the assignment of a challenged grade, the instructor has demonstrated (mark one or all that apply):*
  - Mistake – unintentional error on part of the instructor
  - Fraud – intentional misrepresentation of any or all facts, which lead to a negative outcome
  - Bad Faith – any other intentional act of the instructor, which negatively impacts the grade of the student
  - Incompetency – there is evidence that the instructor does not have the knowledge, skills, and/or abilities to conduct and fairly grade the course. Incompetence is usually pervasive, and not restricted to one student or one incident
- Free expression – The exercise of rights of free expression protected by the state and federal constitutions and Education Code Section 76120.

A statement of grievance must be attached to this form at the time of submission. The statement of grievance must contain a clear and concise **written** statement of the circumstances involved, provision(s) allegedly violated, supporting facts, and a specific remedy sought. Any supporting documentation which corroborates the facts presented should also be included (tests, syllabus, etc.)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Dean/Supervisor Use ONLY**

Meeting with student and person the grievance was filed against should be scheduled within ten (10) instructional days of Statement of Grievance being received.

Meeting held on: \_\_\_\_\_

Outcome: \_\_\_\_\_

Dean/Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please attach a letter outlining details of your decision and provide a copy to the student)*

**If the resolution is not to the grievant's satisfaction, a Request for a Formal Grievance Hearing must be submitted to the Student Discipline Office within (10) instructional days from meeting with Dean/Supervisor**