



Student Grievance Form

If you wish to file a grievance under stage 2 and 3 of the complaint and grievance process, complete all of the following questions and return this form to the Office of Student Affairs (Room 1330) if it's a non-instructional grievance, **or** to the Office of Instruction (Room 1532) if it's an instructional grievance. This form will be accepted **only** after completing the informal complaint process. (See the reverse side of this form.) If you have any questions or need assistance, call (707) 256-7360 or (707) 256-7150.

Your Name _____ Phone _____ Date _____

Mailing Address _____

Email Address _____

Grievance Information:

Name of Faculty/Staff Member _____

Class, Division, or Department _____

Describe the specific grievance. If you can, identify the policy or procedure violated. This form must contain a specific description of the grievance and refer to any law or policy which is the basis for the grievance. (Please attach a page if more space is needed.)

What is your proposed remedy or solution? (MUST be completed) _____

Form continues on back side →

For Office Use Only

Date received _____ By _____

Copy to faculty/staff member on _____ Copy to division chair/supervisor on _____

Action/Resolution: _____

Summary of Informal Complaint Process
(Stages 1A-1C must be completed for formal grievance)

Stage 1-A (informal) of the process is for you to talk directly to the faculty/staff member.

Have you spoken to the faculty/staff member to try to resolve your complaint?

Yes _____ Date _____

If not, why not _____

Stage IB (informal) of the process is to discuss the matter with the division chair or supervisor. If you need help finding out who that person is, call (707) 256-7360 or (707) 256-7150.

Have you spoken with the chair or supervisor? Yes _____ No _____ Date _____

What was the result of the meeting? _____

Why is this not satisfactory to you? _____

Stage IC (informal) of the process is to meet with next line supervisor to resolve the matter (for non-instructional complaints) or to meet separately with the division chair to seek resolution and/or proceed with a formal grievance (for instructional complaints).

Have you spoken with the chair or supervisor? Yes _____ No _____ Date _____

What was the result of the meeting? _____

Why is this not satisfactory to you? _____

Stages 2 and 3: If not resolved, the issue now becomes a **grievance** and follows the process outlined in the policy. The grievant will be contacted within 10 school days upon receipt of this form regarding a meeting to discuss the grievance. See the administrative procedures that accompany the Student Complaint and Grievance Policy, S6320.