



**Office of the Vice President of Student Services**  
 1000 West Foothill Blvd. | Glendora, CA 91741-1885  
 Office Phone: (626) 914-8532 | Building SS, Room 218

## Student Grievance Form

Student Name:		Student ID#:	
Email:		Cell Phone:	
Street Address:		Home Phone:	
City:		Zip Code:	

**NOTE:** If you have a COMPLAINT that does not fit into either of the categories listed below, please complete the "Student Complaint Form," which can be found at this website [www.citruscollege.edu/stdntsrvc/studentdean/Documents](http://www.citruscollege.edu/stdntsrvc/studentdean/Documents)

Grievance Type	
<input type="checkbox"/> <b>Grade Grievance</b> <i>Please be aware that in order to file a grade grievance, the student must be able to show that it falls under one of the following categories: Mistake, Fraud, Bad Faith, or Incompetency (California Education Code, Section 76224(a) and Title 5, Section 55025).</i>	
<input type="checkbox"/> <b>Right to Free Expression Grievance</b> <i>The District shall not prohibit the right of students to exercise free expression including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia, except that expression which is obscene, libelous or slanderous according to current legal standards, or which so incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations, or the substantial disruption of the orderly operation of the community college, shall be prohibited (California Education Code, Section 76120).</i>	
Desired Outcome:	
Student Signature:	Date:

Please follow these steps prior to filing this Grievance:

- Step 1: Discuss the incident with the instructor or college employee involved in your grievance
- Step 2: If the situation is not resolved after meeting with the college employee then proceed to meet with the employee's supervisor or Dean of the Division (for the instructor)
- Step 3: If the situation is not resolved after meeting with the supervisor or Dean of the Division, then **attach a type-written, detailed explanation of your grievance to this form**. Explain as clearly as possible why you are filing a grievance. Be sure to include all necessary information (including names, dates, etc.) to support your argument so that an impartial decision can be reached.
- Step 4: Submit this completed form to the Office of the Vice President of Student Services. A Grievance Review Board will conduct a hearing to review this document and make a decision.

Instructor Name:		Class:	
Term:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	CRN #:	
Supervisor Name:		Extension:	

Office Use Only			
Hearing Results:	<input type="checkbox"/> In favor of student <input type="checkbox"/> In favor of employee	<input type="checkbox"/> Issue is not grievable <input type="checkbox"/> Referred to complaint process	Date: