

# UNDERGRADUATE STUDENT GRIEVANCE FORM

A separate procedure is available for students filing a discrimination, harassment, or retaliation complaint. Those procedures forms may be found online <https://maindata.csub.edu/media/34191/download?inline=>

This form is to be used by students requesting a formal hearing as outlined in the Student Complaint and Grievance Procedures form, when completed, must be presented to the Office of Academic Programs, Educational Policy 242. Information and assistance in completing the grievance statement below may be obtained from the Ombudsperson in the Counseling Center.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GRIEVANCE AGAINST THE GRADE/ACTION OF

1. Name: \_\_\_\_\_ Department: \_\_\_\_\_

2. Is this grievance based on unlawful discrimination, harassment, or retaliation? (see first paragraph above)  
No Yes

3. Is this a grade grievance? If yes, complete the following information:

Course: \_\_\_\_\_ Term/Year: \_\_\_\_\_ Grade Received: \_\_\_\_\_

4. If this is not a grade grievance, briefly state your complaint. Attach additional sheets to this form as needed.

5. Grounds for Academic Grievance (clerical error, prejudicial evaluation, discrimination, or capricious evaluation) or grounds for Non-academic Grievance. Attach additional sheets to this form as needed.

6. Remedy sought: \_\_\_\_\_

7.