

**CASA LOMA COLLEGE  
Student Grievance Form**

A grievance is an educational or personal issue or condition that a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. Students are required to follow the Student Grievance Policy outlined in the College Catalog. A formal grievance cannot be filed until an informal process to resolve the complaint has been attempted. If informal discussions do not result in a resolution of the problem, the student may initiate the formal grievance procedure by submitting this form. **A formal grievance must be filed within 30 business days of incident.**

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

Program of Study: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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

Have you made an attempt to resolve this complaint or grievance with the individual and/or department involved? Yes  No  If yes, describe the outcome:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Individual and/or department against whom the complaint/grievance is filed:

\_\_\_\_\_

Describe your complaint/grievance in detail. Include date/s of occurrence (be as specific as possible). Attach additional sheets if necessary, along with any documentation that will help describe and substantiate the complaint.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any witnesses who should be interviewed? If yes, list names and contact information:

\_\_\_\_\_  
\_\_\_\_\_

What College or program policy, regulation and/or student right do you believe has been violated?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What outcome do you hope to achieve after talking to the appropriate college official(s)? Attach additional sheets, if necessary.

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I understand the information contained in the grievance form will be held confidential to the extent possible. Grievance information may be shared with college officials in order to conduct a thorough investigation. I acknowledge that the information on this form is true and correct, and complete. I understand that any misrepresentation of information may result in disciplinary actions, in accordance with college disciplinary policies.

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Student Signature

Date