 **REPORT OF STUDENT GRIEVANCE**

**Complete and file with the Dean of Student Services in Cesar Chavez Bldg. 1400**

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| --- | --- | --- | --- |
| Student filing report  | Click here to enter last name. | Click here to enter first name. | Click here to enter middle initial. |

|  |  |  |  |
| --- | --- | --- | --- |
| SWC I.D. No.  | Click here to enter ID No. | Telephone Number | Click here to enter number. |

A student may initiate a grievance for any of the following reasons:

|  |  |
| --- | --- |
| [ ]  | Harassment/Intimidation |
| [ ]  | Discriminatory actions |
| [ ]  | Arbitrary action or imposition of sanctions by a college representative |
| Date of Incident(s)  | Click here to enter a date. |

|  |  |
| --- | --- |
| Location | Click here to enter location. |

|  |  |
| --- | --- |
| Grievance against | Click here to enter name of person(s). |

|  |  |  |  |
| --- | --- | --- | --- |
| This person is: | [ ]  Student | [ ]  Faculty Member | [ ]  College Staff Member |

Please describe specific problems(s), in a clear and concise statement: ***attach additional pages if necessary on a word document***

|  |
| --- |
| Click here to enter text. |

Resolution, corrective action or remedy sought:

|  |
| --- |
| Click here to enter text. |

Summary of actions already taken to attempt to resolve the issue:

|  |
| --- |
| Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Discussed with individual: | [ ]  YES | [ ]  NO |

|  |  |  |  |
| --- | --- | --- | --- |
| Witness(es) Name: | Click here to enter name. | ID# | Click here to enter ID No. |

|  |  |
| --- | --- |
| Department: | Click here to enter department. |

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Signature: |  | Date: | Click here to enter a date. |

**Note: Complaints under Section 504 and/or Americans with Disabilities Act are made to the Section 504 Coordinator in Office of Student Services or Americans with Disabilities Act Coordinator in Disabled Student Services. Complaints of sexual harassment and other forms of unlawful discrimination are made to the Human Resources Compliance Officer in the Office of the Vice President for Human Resources**