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? I 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.

____________________________________________________________________________________

____________________________________________________________________________________

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.

____________________________________________________________________________________

Student Signature Date