



8555 Commerce Avenue
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Every effort should be made by the student to solve problems informally with an instructor or administrator. If no satisfactory solution can be found, the student should complete and file a Student Communication Form with the Student Services Office. All issues are carefully reviewed and if necessary are brought before the Administrative Committee. If required, members of the faculty may be consulted. When deemed appropriate, further action will be taken and a response will be made in writing within two weeks of submission of the Student Communication Form.

For grievances resulting from an allegation of discrimination please follow the Student Grievance Procedure for Complaints of Discrimination.

For complaints of a serious nature such as those related to discipline, honesty, discrimination or other improper conduct, the decision of the Administrative Committee may be appealed by completing and filing a written petition with full details of the student's position to the Student Services office. The petition will be presented to the Appeals Committee, composed of administrators and faculty. Decisions of the committee are binding.

2. Who have you spoken to about these issues? _____

3. What was the response? _____

4. Why was this response unacceptable to you? _____

5. How would you resolve this issue? (Please give a detailed answer) _____

6. I certify that all information presented on the Grievance and Appeal form is true and correct.

Signature Date