

STUDENT GRIEVANCE FORM

Please read the Student Grievance Policy before completing this form. If the action being grieved occurred in an administrative or academic unit, you must first file a grievance at the unit level before submitting this form.

REPORTING PROCEDURE

To report a case, please complete the sections below and send this form via email to studentconduct@csumb.edu or send this form via campus mail to the Office of Student Conduct in Sand Hall.

Questions or additional information regarding a grievance can be addressed by contacting the Office of Student Conduct at studentconduct@csumb.edu or ext. 4597.

Your grievance must be filed within 180 days of the occurrence.

Please provide all the information requested below.

Your name:

Your contact information:

Explain the action you are grieving:

What was the most recent event leading to this complaint:

What was the result of your attempt to resolve the complaint at the unit level:

State the resulting injury or harm done to you because of the action being grieved:

Provide a description of the evidence supporting your grievance:

State the remedy or relief you are requesting:

Indicate any additional information that will assist in resolving your grievance:

Your Signature:

Date: