

STUDENT GRIEVANCE INTAKE FORM



Submit Completed Form to the Dean of Students:

Location: 45 Eureka Street, Suite A, Pasadena, CA 91103

Mailing Address: Dean of Students, 45 Eureka Street, Pasadena, CA 91103 **Tel:**

626.529.8492 (Information Line)

Email: mpatton@pacificoaks.edu (General Questions or Form Submission)

STUDENT NAME: _____ STUDENT ID #: _____

EMAIL: _____ PHONE: _____ LOCATION: _____

TERM AND YEAR: _____ DEGREE LEVEL: _____ PROGRAM: _____

STUDENT SIGNATURE: _____ DATE: _____

NAME OF RESPONDENT: _____

RESPONDENT'S TITLE/DEPARTMENT: _____

Issue:

Misapplication or failure to apply a written school policy, a regulation or rule, or a violation of state or federal law;

Unlawful Discrimination:

- | | | | |
|---------------------------------------------|------------------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Race | <input type="checkbox"/> Gender | <input type="checkbox"/> Religion | <input type="checkbox"/> Age |
| <input type="checkbox"/> Disability | <input type="checkbox"/> National Origin of Ancestry | <input type="checkbox"/> Marital / Parental Status | <input type="checkbox"/> Military / Veteran Status |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Other _____ | | |

Retaliation

If grieving the misapplication or failure to apply a written school policy, a regulation or rule, or a violation of federal or state law, cite the specific policy, regulation, rule or law at issue:

What steps have you taken to resolve this matter informally?

Please attach a letter addressed to the Dean of Students describing the nature of the matter being grieved, including any facts and documents you intend to utilize to support your position.

Requested Resolution:

