

STUDENT GRIEVANCE PROCESS CHECKLIST

INSTRUCTIONS:

The purpose of the student grievance process checklist is to ensure that the student grievant has made an effort to informally resolve their grievance. The LACCD Administrative Regulation (E-55) encourages both parties to seek an informal remedy of the student grievance.

When an attempt to an informal resolution is not possible, the ombudsperson will facilitate a formal hearing of the student grievance for the purpose of making a recommendation to the college president. The decision of the college president is final.

Check Mark	TASKS
1.	Met with instructor who unsuccessfully resolved the grievance issue. Instructor Name: _____ Date: _____
2.	Met with the department chair who unsuccessfully resolved the grievance issue. Department Chair Name: _____ Date: _____
3.	Met with the Dean of Academic Affairs who unsuccessfully resolved the grievance issue. Dean of Academic Affairs Name: _____ Date: _____
4.	Submit the completed form to Dr. Jeremy Villar for review of other available options to informally resolve the student grievance. Dr. Jeremy Villar Location: Student Services Building – Admissions and Records Phone: (323) 953-4000 Ext. 2011 Email: villarjv@lacitycollege.edu
Student Printed Name	
Student Signature	
Student ID	Date