



## 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. Make an appointment to meet with campus ombudsperson, Mr. Edward Bird Song, to review other available options to informally resolve the student grievance. <div style="text-align: center;">             Mr. Edward Bird Song              Location: Administration Bldg. Rm. 205              Phone: (323) 953-4000 Ext. 2062              Email: songeb@lacitycollege.edu           </div> Meeting Date: _____
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Student Printed Name</div> <div style="width: 45%;">Student Signature</div> </div>
Date	