Student Grievance Cover Sheet

APPLICATION FOR FORMAL DISPUTE RESOLUTION BY THE DISPUTE RESOLUTION BOARD

Time limit – Grievances must be submitted no later than the end of the semester that comes after the occurrence of the alleged grievance.

This cover sheet and all documentation comprise the file that will be sent to the Dispute Resolution Board. Please be thoughtful and careful in preparing your file. A handout with Suggestions for Preparing a Student Grievance is available online. Any member of the university community may assist you preparing your file. Once your file is completed, submit it to the Dispute Resolution Board, Academic Senate Office via email to: senate@sonoma.edu.

YOUR INFORMATION:

NAME:

ADDRESS:

PHONE: (H) (CELL)
EMAIL YOU READ REGULARLY:

IF ABOVE NOT SSU EMAIL, PLEASE PROVIDE SSU EMAIL ADDRESS:

INFORMATION ABOUT THE PERSON(S) NAMED IN YOUR GRIEVANCE

NAME OF PERSON(S) OR GROUP REPRESENTATIVE YOU ARE GRIEVING:

CONTACT INFORMATION FOR THE ABOVE
PHONE:
EMAIL:
DATE OF ALLEGED VIOLATION:

STATEMENT OF STUDENT GRIEVANCE

Attach a detailed statement providing a clear explanation of your reason for filing a grievance, **what policy or procedures are involved** and **exactly how they were violated or wrongly applied** and **what remedies you seek.**

DOCUMENTATION REQUIRED

1. Copy of written policy or procedure you are grieving.
2. Any and all documentation that supports your explanation. If your remedy includes a grade change, submit the syllabus and grading scheme for the course.
3. All documentation of the process to gain an informal resolution to this dispute.

Your statement MUST be in at least 12pt font or larger in either Palatino or Helvetica font. Use 1 inch margins on each side of the page. All documents submitted to the Board must be able to be duplicated in readable format. It is your responsibility to provide your documentation in a readable format.

Check here if you wish to make up to a 10-minute verbal statement to the Board ☐

A verbal statement cannot include material that is not contained in your file

Signatories of informal process:

Person you are grieving contacted on (dates):

I do not believe an informal resolution to this grievance is possible: ☐

Signature of person you are grieving:

Supervisor or Department Chair contacted on (dates):

I do not believe an informal resolution to this grievance is possible: ☐

Supervisor or Department Chair signature:

If an academic school related grievance, Dean contacted on (dates):

I do not believe an informal resolution to this grievance is possible: ☐

Dean's signature:

These signatures affirm that you followed the grievance process and do not constitute documentation of your attempts at informal resolution of your appeal. Your narrative or evidence should include the outcome of informal attempts at resolution at each of these levels.

Student Grievances are confidential matters. Please do not discuss your case with anyone, except your advisor, outside of the DRB once you file formally.

You are advised that the Dispute Resolution Board consist of faculty, staff, and students. Student board members are appointed by the Associated Students. All members of the Dispute Resolution Board are considered School Officials in their capacity as Board members under The Family Educational Rights and Privacy Act (FERPA). To view the membership of the Board visit: http://senate.sonoma.edu/memberships-and-meeting-dates/sac#DRB