# STUDENT CONCERN INFORMAL GRIEVANCE PROCESS

## Moorpark College

I have a concern.

**Step 1**
Have you made an attempt to solve the problem with the person with whom you have a grievance or dispute with?

**No**
A student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis with whom they have a dispute or grievance with. Please go back to that person.

**Yes**
You can now go to the Dept. Chair or Supervisor of that person.

**Step 2**
Have you reached out to the Dept. Chair or Supervisor?

**Yes**
Reach out to the person's area adminis assistant.

**No**
Reach out to the Dept. Chair or Supervisor.

**Step 3**
Have you reached out to person's area admin assistant?

**Yes**
The admin assistant will refer you to the person's area Dean or Supervisor.

Thank you for following the process!

**No**
Go to the person's area administrative assistant.

At Step 2, the student can go directly to Step 3 however, it is advisable to follow through with Step 2.
*For sexual harassment issues please go to the sexual harassment webpage.
**Discrimination concerns please go to the discrimination webpage.