

COMPLAINT PROCESS SDCCD

ACADEMIC COMPLAINTS

An academic complaint may be filed with the department chair or instructional dean when a student feels that a faculty member has violated state law, federal law, or College policies and procedures relative to grading or other academic matters*. Students may directly contact the department chair or instructional dean or submit their complaint online at: Complaint Form <https://studentweb.sdccd.edu/index.cfm?action=complaint>

***Please note:** All grades awarded by the instructor of record shall be final. The California Code of Regulations, Title 5 §55025, states “the determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.”

ACADEMIC ACCOMMODATIONS DUE TO DISABILITY (SECTION 504/ADA)

Students with disabilities who want to file a complaint regarding access to or quality of their academic accommodation under Section 504 and/or the American Disabilities Act (ADA) may go through the informal process with the DSPS counselor, if no agreement is reached with the informal process, students may submit a complaint online at Complaint Form or contact the campus 504 Officer:

College 504 Officer

**San Diego
City College**
Edwin Hiel
ehiel@sdccd.edu
(619) 388-3036

UNLAWFUL HARASSMENT OR DISCRIMINATION COMPLAINT

San Diego City, Mesa and Miramar Colleges are committed to providing an academic environment free of unlawful harassment and unlawful discrimination. Board Policy 3100 defines verbal, physical, visual or written, environmental and harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, or faculty member, or student within the District.

These procedures are used when a complaint concerns matters of discrimination or failure to comply with College policy or procedures or federal and/or state regulations including the Civil Rights Act; Executive Orders 11246 and 11375; the Vietnam Era Veterans Readjustment Act of 1974; the Age Discrimination and Employment Act of 1967; Section 504 of the 1973 Federal Rehabilitation Act and Americans with Disabilities Act (ADA); and the nondiscrimination laws of the State of California.

Students who wish to file a complaint may do so online at: Complaint Form or your college Site Compliance Officer (SCO):

College Site Compliance Officer (SCO)

**San Diego
City College**
Edwin Hiel
ehiel@sdccd.edu
(619) 388-3036

COMPLAINT PROCESS SDCCD

GENDER DISCRIMINATION, SEXUAL HARASSMENT AND/OR VIOLENCE COMPLAINT (TITLE IX)

San Diego City, Mesa and Miramar Colleges do not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender, gender identity, or sexual orientation in employment, as well as all education programs and activities, and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence. These procedures are used when a complaint concerns discrimination on the basis of gender, including sexual harassment. For more information on the district's sexual harassment and/or violence prevention and complaint policies, please visit the district Title IX & Campus SaVE Act

Students who wish to file a Title IX complaint may do so online at: [Complaint Form](#) or contact the Title IX Coordinator:

Shakerra Carter
Acting Title IX Coordinator
scarter001@sdccd.edu
619-388-6805

GENERAL COMPLAINT

A general student complaint may be filed by a student who feels an action of a College staff member, office, or group violates existing College rules, policy, or procedures or other local, state, and federal laws.

The Complaint Procedures are formalized procedures to ensure timely resolution at the lowest possible level. The first step is the informal resolution stage, which involves the student who has a complaint and the faculty/staff member or specific group with whom the student has a complaint. The student must notify the faculty/staff person or representative of a group that he or she wishes to make an appointment for an informal meeting to review an action. In the absence of the instructor or staff person and after a good faith effort to make contact, the student may directly contact the instructional dean or appropriate administrator or submit their complaint online at: [Complaint Form](#)

<https://studentweb.sdccd.edu/index.cfm?action=complaint&tab=2>

COMPLAINT PROCESS SDCCD

SAN DIEGO COMMUNITY COLLEGE DSITRICT STUDENT DISCIPLINARY PROCESS

