



UC San Diego

Policy & Procedure Manual

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STUDENT MATTERS (GENERAL & UNDERGRADUATE)

Section: 160-11

Effective: 02/28/2020

Supersedes: NEW

Review Date: 02/28/2023

Issuance Date: 02/28/2020

Issuing Office: [Office of Student Conduct](#)

STUDENT GRIEVANCES

1. SCOPE

This policy affects UC San Diego undergraduate, graduate, and professional school students and how they may file certain grievances. It also affects departments required to process these grievances and/or are subject to such action.

2. POLICY SUMMARY

The University of California *Policies Applying to Campus Activities, Organizations, and Students* (PACAOS) are a compendium of University-wide policies relating to student life. Section 110.00 describes the University's policy on student grievance procedures. This policy serves as UC San Diego's implementing regulations for PACAOS Section 110.00 and describes the process for a student to file certain grievances with campus offices.

The governing policy is the [University of California Policies Applying to Campus Activities, Organizations and Students](#).

3. DEFINITIONS

None

4. POLICY STATEMENT

- A. Grievances relating to alleged violations of privacy rights described in PACAOS 111.10 will be handled through the following procedure:
1. Grievances under this section must be submitted to the Office of Student Conduct via the Student Grievance Report Form (see Section 7 below for link) within 60 business days from the time the student knew or could reasonably be expected to have known of the action being grieved.
 2. The Office of the Registrar will review the grievance and, if appropriate, will investigate the alleged violations.
 3. If the Office of the Registrar finds that that it is more likely than not that a UC San Diego faculty or staff member has violated PACAOS 111.10, it will forward its report to the Executive Vice Chancellor or their designee to determine an appropriate remedy. If the respondent is a staff member, the report will be forwarded to the cognizant Human Resource Officer or their designee.

- B. Grievances relating to alleged discriminatory practices and other types of University action, as described by PACAOS 111.20 – 111.50 (such as based upon sex, disability, race, color, national origin, sexual orientation, age, and/or marital status), will be handled through the following procedure:
1. Grievances under this section must be submitted to the Office of Student Conduct via the Student Grievance Report Form (see Section 7 below for link) within 60 business days from the time the student knew or could reasonably be expected to have known of the action being grieved.
 2. The Office for the Prevention of Harassment and Discrimination (OPHD) will review the grievance and determine whether to investigate utilizing appropriate investigative procedures that are set forth in University policies (such as the investigative procedures set forth in Section IV of PPM 200-23 and/or Section V.A of the University of California Sexual Violence and Sexual Harassment Policy).
 3. If OPHD finds that that it is more likely than not that a UC San Diego faculty or staff member has violated PACAOS 111.20 – 111.50, it will forward the report to the Executive Vice Chancellor or their designee to determine an appropriate remedy. If the respondent is a staff member, the report will be forwarded to the cognizant Human Resource Officer or their designee.

5. RESPONSIBILITIES

Questions concerning the application and/or interpretation of this policy and these procedures may be directed to the Director, Office of Student Conduct.

It is the responsibility of the Office of Student Conduct to facilitate campus-wide notification to students, staff and faculty about the most current version of this policy and these procedures available in the campus Policy and Procedure Manual (PPM).

Except when revisions are specifically mandated by the University of California Office of the President, and/or applicable laws or policy, Students, including student governments, faculty, and staff should be consulted about the development and revision of this policy and these procedures, which will typically be accomplished by consulting with the UC San Diego Student Conduct Standards Group.

6. PROCEDURES

None

7. FORMS

[Student Grievance Report Form](#)

8. RELATED INFORMATION

See also University of California *Policies Applying to Campus Activities, Organizations, and Students* sections:

110.00 *Policy on Student Grievance Procedures*

9. FREQUENTLY ASKED QUESTIONS (FAQ'S)

None

10. REVISION HISTORY

2020-02-28. This policy was transferred to the PPM in its current format. Previously it was constituted as Section 23 of the UC San Diego *Student Conduct Regulations*. It was revised by the Office of Student Conduct and reviewed by the Student Conduct Standards Group, campus community, and UC Office of the President in 2015. After further revision, it was reviewed by the UC Office of the President in 2019.