

processing complaints, e.g., timelines and decision-making authority.

A student may file a grievance when they feel that there has been a violation of College or District policies and procedures. A grievance may be initiated against another student, an instructor, an administrator, or classified professional, pursuant to the procedures and grounds specified in Board Policy 5530 and Administrative Procedure 5530. Here is the Grievance Form: https://cm.maxient.com/reportingform.php?ChabotLasPositasCCD&layout_id=4

A student grievance may be submitted for the following:

1. Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include errors made by an instructor in calculating a student's grade and/or clerical errors.
2. Violation of policies and procedures by the college to the extent they have a direct and significant impact on the student, such as on the student's exercise of rights of free expression. Under this section, a grievance may be initiated by a student alleging the violation of college/district policies and procedures against an instructor, an administrator or a member of the classified staff.

Student Grievances Do Not Apply To

1. Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
2. Sex discrimination, sexual harassment, or illegal discrimination which are covered under separate Board Policies and Administrative Procedures.
3. Financial aid actions, which are covered under separate Board Policies and Administrative Procedures.
4. Police citations (i.e., "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

Informal Resolution

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration. The Vice President of Academic Services or designee shall serve as Grievance Officer on grade disputes and grievances arising out of instructional services. The Vice President of Student Services or designee shall serve as Grievance Officer for grievances arising outside of instructional services. The Grievance Officer and the student may also seek the assistance of the LPC Student Government (LPCSG) in attempting to resolve a grievance informally. Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use

the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes they have a grievance shall file a Statement of Grievance with the appropriate Grievance Officer within 10 days of the incident on which the grievance is based, or 10 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within 5 days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of their rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form. If at the end of 10 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint that is satisfactory to the student, the student has the right to request a grievance hearing.

Ombuds

The Ombuds (also known as an "ombudsman" or "ombudsperson") at Las Positas College will be an identified employee who is committed to serve as a neutral and an impartial conflict resolution practitioner. The Ombuds will have no formal decision-making authority or disciplinary responsibilities. The Ombuds will serve as the initial point of contact for students who encounter challenges or difficulties while navigating the college environment and will be responsible for identifying the proper resource at the college. Furthermore, the Ombuds will facilitate the first connection or contact with the appropriate college entity or employee. The goal of the Ombuds is to ensure the rights and interests of all parties to the dispute are considered with the goal of achieving a fair outcome in accordance with applicable policies, procedures, laws, and regulations. The inability to achieve a fair outcome may result in the student being referred to the grievance or complaint process. For more information, please visit the Office of the Vice President of Student Services.

Academic Honesty Statement

Las Positas College promotes student success by providing high quality instruction and learning resources. The primary factor in student success, however, is the student's devotion of considerable time and energy to the learning process. A high grade in a Las Positas College course is, therefore, something of which both the college and the student can be proud. It indicates mastery of the material achieved through hard work.

Any form of academic dishonesty, whether cheating or plagiarism, undermines the value of grades for the entire student body and the College as a whole. It is an affront to every student who has labored to achieve success honestly and a threat to the College's reputation for academic excellence. For these reasons, the College does not tolerate any form of academic dishonesty. Any student attempting to gain an unfair advantage in a course will be severely penalized, up to and including suspension from classes. The actions taken against the student will also be permanently entered into the student's record in the case of repeated, flagrant, or serious incidents.