



Center for Academic and Accessibility Resources (C.A.A.R.)

60 West Olsen Road #5300
Thousand Oaks, CA. 91360

Located within Pearson Library
(805) 493-3260 Voice (805) 493-3472 Fax
TTY to Voice (800) 735-2929 California Relay Services

Grievance Form

Grievances should be made in writing and should be presented within ten working days following the decision that is being appealed so that relevant documents may be obtained, individuals involved may be interviewed, and action may be taken promptly if it is needed. Replies to appeals will be provided within forty-five days, with the goal of providing an equitable decision for all involved.

Student _____ ID# _____

Address _____

Box# _____ Tel# _____ Email _____

Major _____ Year in School _____ Faculty Adviser _____

Nature of Disability _____

Grievance (must include all relevant dates and parties involved. Use back of page if more space is needed): _____

Steps student has taken to resolve issue: _____

Student signature: _____ Date: _____

Return completed form to: Director, Academic & Student Support Services Programs
Center of Academic and Accessibility Resources
Pearson Library, #5300