

**Northeast Lakeview College
Student Academic Grievance Form**

Name _____	Degree _____
Banner ID _____	Day Phone _____
Address _____	Alt. Phone _____
City/St./Zip _____	Email _____

Step One: Description of Grievance

Date of Incident _____	Name of Instructor _____
	Course/Section _____

Write grievance summary or attach prepared document:

Student/Instructor Conference Date _____	<input type="checkbox"/> Resolved
Student Signature _____	<input type="checkbox"/> Unresolved
Instructor Signature _____	

**If the matter is resolved, then the process ends here. Otherwise, proceed to STEP TWO within 5 business days.
Forward supporting documentation as necessary.**

Step Two: Division Chair Conferences

Student/Division Chair Conference Date _____	<input type="checkbox"/> Resolved
	<input type="checkbox"/> Unresolved
Instructor/Division Chair Conference Date _____	
Student Signature _____	
Division Chair Signature _____	

**If the matter is resolved, then the process ends here. Otherwise, proceed to STEP THREE within 5 business days.
Forward supporting documentation as necessary.**

Step Three: Inclusive Conference

Student/Instructor/Division Chair Conference Date _____	<input type="checkbox"/> Resolved
	<input type="checkbox"/> Unresolved
Student Signature _____	
Instructor Signature _____	
Division Chair Signature _____	

**If the matter is resolved, then the process ends here. Otherwise, proceed to STEP FOUR within 5 business days.
Forward supporting documentation as necessary.**

Step Four: Division Chair Action

Upon consideration of the circumstances presented, I hereby affirm* _____/ deny _____ the grievance in question.
*Written explanation must be forwarded to Instructor.

Division Chair Signature _____ Date _____

I accept _____/ reject _____ the decision of the Division Chair. Student Signature and Date _____

I accept _____/ reject _____ the decision of the Division Chair. Instructor Signature and Date _____

If the matter is resolved, then the process ends here. Otherwise, proceed to STEP FIVE within 5 business days. Forward supporting documentation as necessary.

Step Five: Appeal to Dean

ACTION BY DEAN Final Arbitration

Student/ Instructor/ Division Chair/ Dean Conference Date _____

Upon consideration of the circumstances presented, I hereby affirm* _____/ deny _____ the grievance in question.

Dean Signature and Date _____

Dean's Remarks:

*A conference with the instructor and Chair must be held and written explanation of the decision must be provided.
Refer to Student Academic Grievance Policy: FLD Local

The Alamo Community College District, and its affiliated colleges, does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs, or services. Inquiries or complaints concerning these matters should be brought to the attention of:

Director of Human Resources
Title IX Coordinator
Human Resources Department
201 W. Sheridan, Bldg. AA
San Antonio, Texas 78204.