San Antonio College
Student Academic Grievance Form

Name _____ Major _____

SID/SSN _____ Day Phone _____

Address _____ Alt. Phone _____

City/St./Zip _____ Email _____

Step One: Description of Grievance

Name of Instructor _____

Date of Incident _____ Course/Section _____

Write grievance summary or attach prepared document:

_____

_____

_____

Student/Instructor Conference Date _____

☐ Resolved

☐ Unresolved

Student Signature _____

Instructor Signature _____

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

Step Two: Department Chair Conferences

☐ Resolved

Student/Dept Chair Conferece Date _____ ☐ Unresolved

Instructor/Dept Chair Conference Date _____

Student Signature _____

Dept Chair Signature _____

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

Step Three: Inclusive Conference

☐ Resolved

Student/Instructor/Dept Chair Conference Date _____ ☐ Unresolved

Student Signature _____

Instructor Signature _____

Dept Chair Signature _____

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

Step Four: Department Chair Action

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

Dept Chair Signature _____ Date _____

I accept _____/ reject _____ the decision of the Department Chair. Student Signature _____

I accept _____/ reject _____ the decision of the Department Chair. Instructor Signature _____

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

Step Five: Appeal to Dean

ACTION BY DEAN
Final Arbitration

Student/ Instructor/ Dept Chair/ Dean Conference Date _____

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

Dean Signature _____

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.

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