

**Northeast Lakeview College
Student Academic Grievance Form**

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

The student must file an appeal with the Professor within two weeks of the next regular semester following the grade.

Step One: Description of Grievance

Semester of course _____ Name of Professor _____
Course/Title _____

Write grievance summary or attach prepared document:

Student/Professor Conference Date _____
Student Signature _____
Professor Signature _____

Resolved
 Unresolved

**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 Conference and Decision

Student/Division Chair Conference Date _____

The Division Chair will seek a response from the Professor.

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

**Written explanation must be forwarded to the Professor and the Student.*

Division Chair Signature _____ Date _____

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

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Step Three: Appeal to Dean

ACTION BY DEAN

Final Arbitration

The Office of the Dean has a separate grade grievance form to be obtained from the administrative assistant and completed before conferring with the Dean.

Student/Dean Conference Date _____

The Dean will seek a response from the Division Chair and the Professor.

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

**Written explanation must be forwarded to the Division Chair, Professor, and Student.*

Dean Signature _____ Date _____

(Copy of letter of decision to be attached.)

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Associate Vice Chancellor of Employee Services
Title IX Coordinator, (210) 485-0200.
Human Resources Department,
201 W. Sheridan, Bldg. AA
San Antonio, Texas 78204.