

**Northeast Lakeview College
Student Non-Academic Grievance Form**

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

Step One: Direct Supervisor Conference

Date of Incident _____	Name of Staff _____
	Office/Department _____

Write grievance summary or attach prepared document:

Supervisor Conference Date _____	<input type="checkbox"/> Resolved
Student Signature _____	<input type="checkbox"/> Unresolved
Direct Supervisor 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: 2nd Level Supervisor Conference

Student/2nd Level Supervisor Conference Date _____	<input type="checkbox"/> Resolved
Direct Supervisor/Next Level Supervisor Conference Date _____	<input type="checkbox"/> Unresolved
Student Signature _____	
Next Level Supervisor 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.**

- Resolved
- Unresolved

Step Three: VPSS Action

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

VPSS Signature _____ Date _____

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

I accept _____ / reject _____ the decision of the VPSS. Direct Supervisor Signature and Date _____

*A conference with the Supervisor and 2nd Level Supervisor must be held and written explanation of the decision must be provided
 Refer to Student Non-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.