Non-Academic Grievance Form

Palo Alto College

Non-Academic Grievance

NOTE: A student wishing to file a "NON-ACADEMIC GRIEVANCE" should use this form and follow the ACCD "STUDENT NON-ACADEMIC GRIEVANCE PROCEDURE," FLD LOCAL. These procedures, including the timelines, should be strictly followed.

Student Name ___________________________ SSN ______________
Date _______________ Phone ______________ Major ______________

College Official's Name ___________________________

Date(s) of incident being grieved ___________________________

Brief description of grievance ___________________________

____________________________________
____________________________________
____________________________________

(Use another sheet if more space is needed.)

Student's Signature ___________________________

Date of supervisor's conference with college official ___________________________

College official's response to grievance ___________________________

____________________________________
____________________________________
____________________________________

Grievance: _______ Resolved _________ Unresolved

College Official's Signature ___________________________

(over)
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Date of conference with Supervisor, College Official, and Student _____________

Grievance: __________ Resolved __________ Unresolved

Result of meeting of Supervisor with College Official and Student.

ACTION BY SUPERVISOR:

Grievance is: __________ Resolved __________ Unresolved

Direct Supervisor’s Signature ___________________________________________

STUDENT: I accept/reject (circle) the decision of the supervisor.

Signed __________________________ Date ______________

COLLEGE OFFICIAL: I accept/reject (circle) the decision of the supervisor.

Signed __________________________ Date ______________

If the student or the college official is not satisfied with the supervisor’s decision, he or she may appeal to the second level supervisor of the college official. A complete record of the grievance will be forwarded to the second level supervisor. The second level supervisor will meet with the student and the college official and review the record. The second level supervisor will affirm or deny the grievance. Any further dispositions beyond this level will follow the same protocol.

ACTION BY THE ADMINISTRATOR:

Signed __________________________ Date ______________