

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 _____