



Policy No. SA200.45
Northwest Louisiana Technical College

Student Grievance Form

Original Adoption: June 1, 2007
Effective Date: June 1, 2007
Last Revision: June 30, 2014

Please exercise care in completing this form. Take the time to print or write clearly.

Student Name: _____

Student's Social Security Number: _____
(THIS NUMBER MUST BE CONCEALED ON ALL COPIES MADE OF THIS DOCUMENT)

Today's Date: _____

Date of the Alleged Grievance: _____

Location of the Alleged Grievance: _____

Time of the Alleged Grievance: _____

Name of the Respondent: _____

DESCRIBE THE ALLEGED GRIEVANCE

Instructions: Be specific. Describe clearly the alleged grievance. (If necessary, seek assistance from a person of your choice in preparing this form.)

Please attach to this form any written and signed statements or other evidence which support your description of the alleged grievance.

Note: if you have already completed and turned in a **Student Incident Report** and have no additional information to provide you may check here: sign and date the form on the next page.

What remedy/solution are you seeking?

Please list all attachments that you are including with this form:

Signature: _____

Date: _____

Policy Reference:

LTC Policy #SA1930.223 Grievance Policy
LTC Policy #SA1930.229 Judicial Code and Disciplinary Procedures
LTC Policy #SA1930.262 Student Due Process
LTC Form #SA200.36 Response to Student Grievance
Form LTC Form #SA200.37 Response to Student
Incident Report LTC Form #SA200.46 Student Incident
Report
LCTCS Policy #2.004 – Student Conduct and Appeals Procedures
Family Educational Rights and Privacy Act (FERPA)

Approved:



Dianne Clark
Interim Director