



New Jersey City University
Academic Grievance Form

Student's Name _____ ID No _____

Address _____

Day Phone _____ Evening Phone _____ E-Mail _____

Course Title/Number _____ Days/Times _____

Semester/Year Course Taken _____ Instructor _____

As stated in the University Bulletin, to resolve grievances regarding grading, course requirements, attendance requirements, and other academic concerns the following steps must be taken; Step 1: Student discusses the complaint with the faculty member. Step 2: Student may appeal to the appropriate department chairperson. Step 3: Student may appeal to the appropriate academic dean. Grievances not resolved at the dean's level may be referred by the student, in writing, to the Student Affairs Committee of the University Senate. The Vice President for Academic Affairs will render a final decision within six (6) weeks of receiving the appeal from the Student Affairs Committee.

Nature of concern written by student (use additional sheets if necessary):

Student's Signature _____ Date _____

Faculty member's recommendation for resolution (use additional sheets if necessary):

Faculty Signature _____ Date _____

Chairperson's recommendation for resolution (use additional sheets if necessary):

Chairperson's Signature _____ Date _____

Dean's recommendation for resolution (use additional sheets if necessary):

Dean's Signature _____ Date _____

Student Affairs Committee recommendation for resolution (use additional sheets if necessary):

Student Affairs Committee Signature _____ Date _____

Vice President for Academic Affairs recommendation for resolution (use additional sheets if necessary):

Vice President for Academic Affairs Signature _____ Date _____