

**Academic Grievance/Appeal Procedure Form**

**Undergraduate/Graduate**

*The following procedure is available to resolve academic grievances regarding grading, course requirements, attendance, academic integrity, and other academically related complaints. This process has been developed to ensure a speedy and thorough review of any grades and/or academic disputes.*

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Day Phone \_\_\_\_\_\_\_\_\_\_\_\_\_Evening Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NJCU E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CourseTitle/Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Days/Times\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester/Year Course Taken\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following steps must be taken in the prescribed order to initiate and follow through with a grievance. This form, which will contain signatures and responses, needs to be used for the process of initiating and responding to the various steps of the grievance process.

**Step 1:** A formal grievance must be made with the faculty member. While the student must initiate the process with a conversation, the student must submit in writing, (NJCU email or certified mail) a request for a meeting with the faculty member involved to resolve the situation in question. This meeting must take place, followed by the professor’s written response, within (10) working days\* of the next semester of the academic calendar (Fall or Spring) in which the grievance takes place. Should an appeal need to move to the next level, this form, all written correspondence and any supporting documents are necessary. All correspondence and attached documents should be submitted through certified mail or NJCU email addresses only; no outside email addresses will be accepted from any party to this grievance.

\*For the purpose of this process, the definition of “working days” is days in which the university is open for classes and does not include weekends and holidays during which the university is closed. Additionally, grievances submitted during breaks between semesters may not be considered unless an expedited review process is requested (see below).

**Step 2:** If the grievance cannot be resolved between the professor and student or if the professor fails to respond to the student, the student must then speak to the appropriate department chairperson. If the student is unsure of who the Department Chairperson is, s/he can obtain that information from the NJCU website. All correspondence must be provided to the chairperson. Once again, the student’s grievance, the faculty member’s response, and the chairperson’s decision—and all supporting documentation--must be formalized in writing and sent via certified mail or NJCU email. The student has 10 working days from the receipt of the professor’s written decision to appeal to the department chairperson. (Time frame: 10 working days)

**Step 3:** If the grievance has not yet been resolved and the student wishes to advance to the next level of review, the student must present all written correspondence, with both the professor’s and chairperson’s decisions, to the Dean who oversees the program in which the course is housed. (If the student is unsure about who the Dean is, s/he should ask for that information from the chairperson of the department). The Dean (or his/her designee), will review all of the correspondence regarding the grievance, may or may not request a meeting, and will issue a decision regarding the matter in writing. The Dean shall provide the student with a written decision within ten (10) working days of receipt of the appeal from Step 2. (Time frame: 10 working days)

**Step 4:** If the student wishes to pursue the grievance after the Dean’s decision, the student must submit all correspondence in writing to the University Senate Student Affairs Committee within 10 days of the Dean’s written decision. The committee, comprised of faculty, staff, and a student representative, will review all of the materials and render a decision in writing to the student within 20 working days. All correspondence must be sent to the following email address: senate@njcu.edu. (Time frame: 20 working days).

**Step 5:** Should the student wish to continue to seek a different decision in the matter, the student has the right to pursue the matter to the Office of the Provost/Vice President for Academic Affairs. The Provost (or designee) will issue a decision in writing within 30 working days. That decision is final and can no longer be pursued within the University system. (Time frame: 30 working days)

**Final Appeal in Cases of Expulsion from the University**:

Only cases that result in expulsion may be appealed to the President. In these cases, the decision of the President is final and there is no further recourse at the University. The charged student will have ten (10) university calendar-days from the date of the decision by the Vice President for Academic Affairs to file an appeal with the Presi­dent of the University. All appeals must be in writing. In cases resulting in expulsion, the President of the University shall render a final decision within twenty (20) calendar-days of receiving the appeal.

**Expedited Review**

Please note that students whose graduation status or ability to register for courses might be adversely affected by the lengthy appeals process have the right to request an expedited review. This must be done at the beginning of the appeals process. The expedited timeline (20 working days) will be in effect, commencing with the student’s and faculty’s first written discussion of the grievance. Again, the need for an expedited review must be indicated at the time of the first written step of the grievance process. This timeline is defined as the entire procedure (outlined above) as completed within 20 working days following the posting of the grades. Each step (1-4) of the Academic Grievance procedure will be followed except each step will be allotted (5) working days.

Use this form to follow the steps of the grievance process.

* Student IS NOT graduating at the end of the current semester (regular review)
* Student IS expected to graduate at the end of the current semester (expedited review)

The following steps apply specifically to a non-expedited grievance review:

The faculty member must receive, via certified mail or NJCU email, the academic grievance within ten (10) working days of the next semester of the academic calendar (fall or spring) in which the grievance takes place. The appeal must contain a clear, succinct statement and compelling evidence that there are legitimate grounds for the appeal. All supporting documentation/evidence must accompany the grievance/appeal.

**Step 1:** **Faculty Member**

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

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**Student’s Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty member’s decision** (use additional sheets if necessary):

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**Faculty’s Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Step 2:** **Department Chairperson**

**Student’s Appeal to the Department Chairperson** (use additional sheets if necessary; include all supporting documentation including previous decisions**):**

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Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chairperson’s Decision on Student Appeal**

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Chairperson’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Step 3**: **Academic Dean**

**Student written appeal to the Academic Dean** (use additional sheets as necessary; include all supporting documentation including previous decisions):

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Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Dean’s Decision**

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Academic Dean’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Step 4**

**Written appeal by the student to the University Senate Student Affairs Committee.** (Use additional sheets as necessary; include all supporting documentation including previous decisions):

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**Decision of the University Senate Student Affairs Committee**

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Signature of the Committee Chairperson(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Step 5**

**Written appeal by the student to the Vice-President for Academic Affairs/Provost.** (Use additional sheets as necessary; include all supporting documentation including previous decisions):

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Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Decision of the Vice-President for Academic Affairs/Provost**

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Signature of the **Vice-President for Academic Affairs/Provost** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_