

**NEW JERSEY CITY UNIVERSITY**

**GRIEVANCE FORM**

Student's Name \_\_\_\_\_ SS Number \_\_\_\_\_  
Student's Phone # \_\_\_\_\_ Work # \_\_\_\_\_  
Address: \_\_\_\_\_  
Course Title \_\_\_\_\_ Days/Time Course Met \_\_\_\_\_  
Semester/ Year Course Taken \_\_\_\_\_ Instructor of Course \_\_\_\_\_

As stated in the College Bulletin, to resolve **grievances regarding grading, course requirements, attendance requirements and other academic concerns**: 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. The student, in writing, may refer grievances not resolved at the dean's level to the Faculty-Student Concerns Committee of the University Senate.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature & Date: \_\_\_\_\_

Recommendation for resolution written by faculty member (use additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Signature & Date: \_\_\_\_\_

Recommendation for resolution written by chairperson (use additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairperson's Signature & Date: \_\_\_\_\_

Recommendation for resolution written by Dean's Office or the Faculty-Student Concerns Committee of the University Senate (use additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Dean's Signature & Date: \_\_\_\_\_