

NEW JERSEY CITY UNIVERSITY
GRIEVANCE FORM STUDENT STATUS

Student's Name _____ Student SS # _____
Student's Phone # _____ Work # _____
Address _____
Problem Due To: Late Application _____ Registration _____ Reinstatement _____
Late Payment _____ Late Withdrawal _____
Semester/year Concern Arose _____

To resolve **grievances related to payment to the College**, Step 1: Student discusses the complaint with a member of the Bursar's Office. Step 2: Student may appeal to the Bursar. Step 3: Student may appeal to the Controller (H-106). The student, in writing, may refer grievances not resolved at the Controller's level to the Vice President for Administration and Finance.

To resolve **grievances related to charges, registration, reinstatement, and/or student status (active, not active)**. Step 1: Student discusses the complaint with a member of the Registrar's Office. Step 2: Student may appeal to the Associate Registrar. Step 3: Student may appeal to the Director of Registration and Transcript (H-214). The student in writing may refer grievances not resolved at the Director's level to the Vice President for Student Services.

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

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

Staff's Name _____ Signature & Date _____

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

Manager's Name _____ Signature & Date _____

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

Director's Name _____ Signature & Date _____
