



University Senate
Professional Studies Building, 203A rm. 3; Extension 3459

NJCU Senate Student Affairs Committee Manual

The overall purpose of the Senate Student Affairs Committee is to (1) review and give recommendations on student grievances sent to the committee; (2) review, consider and provide recommendations regarding items/policies presented to the committee by the Senate President; (3) initiate policy recommendations for the University on matters that fall within their charge.

All policy recommendations should come before the Senate; however, information regarding student grievances is confidential and does not go to the full Senate.

Charge from Constitution: Student Affairs Committee

The Student Affairs Committee shall develop and recommend policies concerning student welfare, including, but not limited to, areas of orientation, evaluation, counseling, housing, supervision, discipline; co-curricular activities, financial aid, and placement. It shall assist the Associate Vice President for Student Affairs in the development of student personnel programs and advise in matters concerning the interpretation and execution of these policies. When called upon, the committee shall deal with grievances initiated by students against students or students against a member of the faculty* or the professional staff. The grievance policy and guidelines are located in the Undergraduate and Graduate Catalogs <https://catalog.njcu.edu/graduate/academic-requirements-policies-procedures/academic-grievanceappeal-procedure/>

**Student to faculty grievances involve grading, course requirements, attendance, academic integrity, and other academically related complaints. Students may also submit grievances towards professional staff or other students and this is under the purview of the Senate Student Affairs Committee.*

Grievance/Appeal Policy and Guidelines

The student must submit the academic grievance within (10) working days** of the next semester of the academic calendar (Fall or Spring) in which the grievance takes place. The student must accompany the appeal with a clear, succinct statement and compelling evidence that there are legitimate grounds for the appeal. All supportive documentation/evidence must

accompany the grievance/appeal. The following steps (1-4) of the Grievance/Appeal Procedure must be followed in sequence.

*** For the purpose of this procedure, the phrase “working days” is defined as: week-days during semesters when the university, on its main campus, is holding classroom based courses through which students can earn credits toward an undergraduate or graduate level degree. This definition thus excludes from “working days” university observed holidays, summer sessions, winter sessions, spring breaks, and similar time periods.*

Step 1. Faculty Member: 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 within (10) working days of the subsequent semester of the involved grievance (Fall or Spring). At the conclusion of the meeting the faculty member will inform the student of a decision in writing.

**** For the purpose of this procedure at all steps, the submission of all relevant documents must be through an NJCU e-mail and/or through certified USPS mail. Submission of any items using an e-mail address other than one which ends in “@njcu.edu” will not be accepted nor considered.*

Step 2. Department Chairperson: The Student must submit in writing (NJCU email or certified mail) a written appeal to the appropriate department chairperson within ten (10) working days of notification of a decision pursuant to the previous step (Faculty Member) or upon failure of the faculty member to respond within the prescribed ten (10) working days.

Step 3. Academic Dean: The student must submit in writing (NJCU email or certified mail) a written appeal to the appropriate academic dean within ten (10) working days of notification of a decision pursuant to the previous step (Chairperson). The appropriate dean shall provide the student with a written decision within ten (10) working days of receipt of the appeal from Step 2.

Step 4. University Senate Students Affairs Committee: The student must submit in writing, (NJCU email or certified mail) a written appeal to the University Senate Student Affairs Committee within ten (10) working days of notification of a decision pursuant to the previous step 3, (Academic Dean).

Grievances that are not resolved at the dean’s level may be referred to the Student Affairs Committee of the University Senate for review and decision, which will be forwarded to the Provost for a final decision.

The Student Affairs Committee of the University Senate shall deal with student grievances involving grading, course requirements, attendance, academic integrity, and other academically related complaints after Steps 1-4 above have been exhausted. The Committee may choose to invite parties involved to meet with the committee to present their positions or to proceed on the written record generated from the appeal process detailed above.

Within (20) working days of receipt of a written appeal from a student, the committee shall (a) determine that the appeal has basis in fact; (b) inform the complainant of the legal and administrative limitations of the committee in resolving grievances; and (c) determine that all

normal avenues of appeal resolution, between the parties involved, and the applicable department chairperson and dean, have been exhausted. It shall provide notice of its decision, made on a review and advise basis, to the Provost, who renders a final decision within thirty (30) working days of receiving the Student Affairs Committee's recommendation.

Final Appeal:

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) working days from the date of the decision by the Provost 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) working days of receiving the appeal.

Expedited Timeline: An expedited timeline (20 working days) will be in effect if the Academic Grievance/Appeal Process affects the student's graduation status. This timeline is defined as the entire procedure as completed within 20 working days following the posting of the Spring Grades. Each step (1-4) of the Academic Grievance procedure will be followed except each step will be allotted (5) working days.

Senate Student Affairs Committee Powers and Duties

Note that the powers and duties of Senate standing and ad hoc committees shall be stipulated by the Constitution and/or by the Senate. The Senate Student Affairs committee functions as outlined below are not intended to be exclusive. The NJCU Senate Constitution is located at <https://www.njcu.edu/sites/default/files/constitution.pdf>

- (1) As other standing committees, the Senate Student Affairs Committee is responsible to the Senate.
- (2) The NJCU Senate meets monthly from September to May. The Student Affairs committee shall meet when appropriate or at the discretion of the Senate president, but not less than once in each semester, and submit to the Executive Committee announcements of meetings, agenda, and minutes.
 - o Monthly Report: If the committee has information or recommendations for the full Senate, they should submit a report (and any attachments for review) to the Senate Office ten (10) days before the monthly Senate Meeting. The report and any attachments are sent to the Office of the University Senate (senate@njcu.edu).
 - o Annual Report: The Senate Student Affairs Committee Chair(s) prepare and submit an annual report to the Senate Executive Committee. Submit to the Office of the University Senate (senate@njcu.edu) no later than May 1.
- (3) The Senate Student Affairs Committee will submit to the Senate for approval all recommendations for initiation of new University policy or changes in present policy.
- (4) Except for individual grievance cases (contact Provost Office for appropriate email),

all items for committee consideration shall be channeled through the Senate president. Contact the Office of the University Senate (senate@njcu.edu) for the Senate President's contact information.

Senate Student Affairs Committee Membership (as per Senate Constitution)

As all other Senate Standing Committees, the Senate Student Affairs Committee membership is as follows. All faculty and professional staff members of the Senate Student Affairs Committee shall be elected**** for two-year terms at the May Senate Reorganization Meeting. Student members shall be elected for one-year terms. The committee shall ordinarily consist of five (5) members, including at least one faculty member, one student and at least one member of the professional staff. The committee shall include at least one faculty or professional staff member from each of the Colleges/School of Business. The Vice President of Student Affairs, or designee, will serve as a non-voting, ex-officio member of this committee. The committee shall elect its own chairperson (or co-chairs) annually. However, an individual may again serve on the same committee after an absence of one full term. Terms shall be staggered where practicable. No one shall concurrently serve on more than one standing committee. A standing committee shall not have more than one faculty or professional staff member from any one department at any time.

*****The chairperson(s) of any committee may declare the place of an elected committee member vacant when the committee member has been absent from three regular committee meetings in any semester. The Senate Executive Committee shall appoint a new committee member to serve until the next annual reorganization meeting. Such appointments are subject to the approval of the Senate.*

