The Student Grievance Procedure is available to any New York University student who seeks to resolve any grievance involving an alleged violation directly affecting that student, by any member of the University community while acting in an official capacity (e.g. faculty member, administrator, staff member), of any of the written policies of the University or the school in which the student is enrolled. The Student Grievance Procedure can be read in its entirety at: [http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html](http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/student-grievance-procedure.html). A brief summary of the phases of the Grievance process is as follows:

**Phase One: Informal Resolution:** Students wishing to grieve an alleged violation of the University’s policies shall first contact, within twenty (20) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the Respondent) and attempt to resolve the grievance informally.

**Phase Two: Formal Review at Unit Level:** If the attempt to resolve a matter informally is unsuccessful, the student may submit (within 15 working days of the first direct contact the grievant had with the appropriate person) a formal written grievance to the Appeal Officer who shall be the highest-ranking University officer (other than the President) responsible for the administrative area and/or subject matter in which the matter arose.

**Phase Three: Appeal of Unit decision to University Judicial Board:** The student may appeal the decision of the Unit Appeal Officer to the University Judicial Board by submitting both the written decision and a letter of complaint to the Chairperson of the University Judicial Board within ten (10) working days of receiving the written decision from the School/Unit appeal officer. A complaint must consist of the following:

- The written decision of the Administrative/Academic Unit that is being grieved
- The specific written University policy (or policies) alleged to have been violated
- A description of the facts and evidence supporting the allegation
- A description of the redress that the Grievant seeks

**Action by the University Judicial Board:** The role of the University Judicial Board in such matters is narrow and strictly procedural. Its function is limited to rendering a decision as to whether the Administrative/Academic Unit did or did not substantively adhere to the specific written policies or procedures cited by the Grievant in its management of a matter. **The Judicial Board cannot consider a complaint asking for a review of the fairness, merits, or other subjective aspects of the decision nor can it substitute its judgment for that of the Unit. And, the Board cannot consider any issues or policies other than those presented in the grievance.** The Judicial Board’s decision is relevant only to the specific policy questions cited in the grievance and should not be construed as being a statement on the overall manner in which a matter should be managed or as limiting a Unit’s authority to apply its policies, procedures and judgment.

Based upon the review of the written materials, the University Judicial Board may –

- Dismiss the appeal on the grounds that the letter of appeal does not set forth specific written policies or procedures to which the Grievant was entitled but alleges were not substantially afforded during the prior phases of the process.
- Dismiss the appeal on the grounds that the unit followed the applicable policies and procedures.
- Dismiss the appeal on the grounds that even though the facts that the Grievant alleges to have occurred are true, such facts/actions do not constitute a significant violation of the stated policies or procedures such that the Grievant was unfairly impacted/harmed.
- Recommend remedial actions that can be taken to resolve effectively and fairly any procedural or policy deviations that the Panel concludes may have been made during the prior phases of the process.
- Conclude that a new University Judicial Board hearing is to be convened on the entire matter.
Student Grievance Procedure Grievance Form
Appeal to University Judicial Board

Directions: In order for a Student Grievance Procedure complaint to be considered by the University Judicial Board, each of the following sections must be completed.

1) DATE GRIEVANCE SUBMITTED: ____________________________

2) GRIEVANT: __________________________________  N-NUMBER: __________________

3) THE DECISION BEING GRIEVED: The letter of decision being grieved must be attached to this form.
   
   Author (name, position and School/Administrative Unit) of the letter of decision:
   
   ____________________________________________________________________________
   
   Date of Letter of Decision: ____________________________

4) Matter in Relation to Which the Alleged Violation Occurred: Please provide a concise description of the matter that was being acted upon by the Unit and in relation to which the alleged policy/procedural violation occurred. What was the problem/situation giving rise to your grievance?
5) **Specific Policy Alleged to Have Been Violated:** A copy of the specific policy being grieved must be attached to this page. (If multiple policies are alleged to have been violated, please complete a separate page addressing sections 5-7 of this document for each policy alleged to have been violated)

- Name of Policy: ________________________________
- Source of Policy: (e.g. From what publication does it come; please noted section and page #)
- Website Address of Policy: (if applicable)

6) **Manner in Which Violated:** Please provide a concise description of the manner in which this policy was violated. Be specific. What specific actions occurred - and by whom - that is alleged to have violated the above policy and how did those actions violate the policy?
7) **Supporting Documentation**: Please list any documents being submitted to support the above described allegation. Then, clearly label and attach those documents to this form.

   Document #1: 

   Document #2: 

   Document #3: 

   Document #4: 

   Document #5: 

   Document #6: 

8) **Redress/Remedy Being Sought**: Please provide a concise description of what is being sought as a means of resolving the matter.