

Student Grievance Form

The purpose of the student grievance procedure is to provide a process for resolving student complaints. This procedure applies to all student complaints, including but not limited to academic issues, student services, housing, administrative concerns, or matters involving any form of discrimination or harassment. The student recognizes that American Jewish University will not investigate anonymous complaints against the institution.

This form and all attachments should be submitted to the Office of Student Affairs.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833; www.bppe.ca.gov. Telephone: 916-431-6924; FAX: 916-263-1897.

Student Information (all boxes must be filled out)

Student Name		Telephone Number	
Student ID Number		Email Address	

Complaint Summary Directions

On a separate, attached document, provide a brief description of the complaint. Explain the matter in detail, writing legibly or in type, including a complete summary of information in a signed written statement. Please note that your statement must include your printed name and signature along with the date at the bottom of the summary.

Your summary should include, but is not limited to the following information:

- Indicate the date(s) when the incident occurred and with whom you have met with and the result of that meeting.
- Have you made an attempt to resolve this grievance with the individual, department chair/department supervisor or dean involved? Yes No
If yes, state when and describe the outcome.
If no, explain why.
- What is the resolution you are seeking?

If you have any supporting documentation, please attach that as well. Note that copies of any documentation submitted will not be returned.

Student Attestation

I understand that the information contained in this grievance form will be held confidential to the extent possible. Grievance information may be shared with university officials in order to conduct a thorough investigation. I hereby declare that the information I have shared on this form and in my attached summary is truthful, accurate and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary action against me in accordance with *American Jewish University's Code of Conduct*.

Student Name: _____
 Student Signature: _____
 Date: _____

Resolution – To Be Completed by the Office of Student Affairs

Date Complaint was Investigated	
Resolution or Referral	
Date Complaint was Referred or Resolved	

