DISPUTE FORM
INSTRUCTIONS

Introduction and Commitment to Resolution

Jersey College is dedicated to creating a supportive and equitable environment where students, faculty, and staff can address academic and non-academic concerns in a constructive and timely manner. We believe that open communication is key to resolving issues effectively. For all types of concerns—whether related to grades, alleged violations of the College's Code of Conduct, or other non-academic matters—we strongly encourage all parties involved to **first pursue an informal resolution**. This approach often leads to quicker and more amicable outcomes, preserving relationships and focusing on mutual understanding.

For instance:

- In grade-related disputes, students should initiate contact with the course instructor to discuss the concern, review the grading criteria, and explore any potential misunderstandings.
- For non-grade issues, such as alleged violations of the College's Code of Conduct (e.g., behavioral concerns, discrimination, harassment, or policy infractions) or other matters like facilities complaints or administrative errors, individuals are encouraged to engage in respectful, professional dialogue with the relevant parties (e.g., the person involved, a supervisor, or a designated College representative).

If these informal efforts do not yield a satisfactory resolution, the College provides structured formal procedures to ensure fair and impartial review. The following outline these processes in detail. **Please note that this Dispute Form is specifically designed for non-grade disputes only**. Grade-related concerns follow a separate protocol, as described in the Academic Catalog under the section titled "Disputes, Investigations and Institutional Appeal - Process for Initiating Dispute Resolution – Grade Concerns." Using this form for grade disputes will delay resolution, as grade concerns must follow the catalog's specified pathway to ensure proper review.

Process for Code of Conduct or Other Non-Grade Concerns

For concerns involving non-academic issues—such as potential violations of the College's Code of Conduct (e.g., academic integrity breaches outside of grading, interpersonal conflicts, safety concerns, or policy non-compliance) or other matters like accessibility issues, billing disputes, or campus services—the College requires the submission of a formal Dispute Form. This form ensures that all relevant details are captured systematically, allowing for a thorough and efficient investigation. This form should NOT be used for Civil Rights and Title IX concerns; these situations are addressed through separate processes and procedures, as more fully described in the Academic Catalog under "Civil Rights Policies" and "Title IX Polices and VAWA". Using this form for Civil Rights and Title IX concerns will delay resolution, as such concerns must follow the catalog's specified pathway to ensure proper review.

To initiate a non-grade dispute:

☐ Complete the Dispute Form: Fill out the form on the following page (or attached, if applicable) in its entirety. Provide clear, factual information, avoiding speculation or unsubstantiated claims.

☐ Gather Supporting Documentation: Attach any relevant evidence, such as emails, witness statements, photos, timelines of events, or policy references from the Academic Catalog.

☐ Submit the Form: Email the completed form and attachments to grievance@jerseycollege.edu. Include a request for confirmation of receipt in your email to ensure it has been logged.

☐ Timeline and Expectations: Submissions must be made promptly, ideally within a reasonable timeframe after the incident. Once received, the College will acknowledge the dispute, assign an investigator (typically the Campus Director or another designated individual), and conduct a fair review. You may be notified of the process steps, including any interviews or additional information needed.

Please be aware that submission of this Dispute Form is mandatory for formal non-grade disputes. Incomplete forms or those lacking supporting documentation may not proceed to an investigation, as they hinder the College's ability to conduct a comprehensive review.

Next Steps and Support

If you are unsure whether your concern qualifies as a grade or non-grade dispute, or if you need assistance completing this form, contact grievance@jerseycollege.edu. We are committed to guiding you through the process.

DISPUTE FORM

Name: _____

Phone: _____ **Email:** _____

Address: _____

City:_____ **State:**_____ **Zip**:_____

Campus:_____ **Date of Submission:** _____

DETAILS OF THE CONCERN

1. **Detailed Description of the Issue***
   Provide a clear, comprehensive description of the issue, including names of involved individuals. Be as specific as possible. Structure it chronologically, detailing events step by step with key facts like dates, actions, statements, quotes, and other details to build a solid foundation for investigation. Avoid generalizations; use precise language and context to support your case.

* Attach additional pages if needed

2. **Specific Details Regarding Instance(s) of Non-Compliance or Violations***
Describe the exact policies, procedures, or codes of conduct that were allegedly violated. Reference specific sections from the College's Code of Conduct or other applicable policies if known. Include evidence or examples.

* Attach additional pages if needed

3. **Date, Time, and Place of the Event(s) Pertaining to the Concern**

List all relevant incidents chronologically. Include approximate times if exact details are unavailable.

- **Incident 1:** Date: _____ Time: _____ Place: _____

*Brief Description**

* Attach additional pages if needed

- **Incident 2:** Date: _____ Time: _____ Place: _____

*Brief Description**

* Attach additional pages if needed

- **Incident 3:** Date: _____ Time: _____ Place: _____

*Brief Description**

* Attach additional pages if needed

- **Incident 4:** Date: _____ Time: _____ Place: _____

*Brief Description**

* Attach additional pages if needed

4. **Witnesses with Knowledge of the Concern***
Provide names and contact information for any individuals who can substantiate the details of the concern. If no witnesses, state "None."

Witness 1: Name: _____ Role/Relationship: _____

Phone No.: _____ Email: _____

Witness 2: Name: _____ Role/Relationship: _____

Phone No.: _____ Email: _____

Witness 3: Name: _____ Role/Relationship: _____

Phone No.: _____ Email: _____

Witness 4: Name: _____ Role/Relationship: _____

Phone No.: _____ Email: _____

Witness 5: Name: _____ Role/Relationship: _____

Phone No.: _____ Email: _____

5. **Supporting Documentation**
Attach files or evidence (e.g., emails, photos, records) and provide a summary of each file name, purpose and description:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

6. **Proposed Solution or Action***
Suggest what resolution you believe would address the concern fairly (e.g., mediation, disciplinary action).

* Attach additional pages if needed

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ACKNOWLEDGMENT AND SIGNATURE

I certify that the information provided is true and accurate to the best of my knowledge. I understand that submitting false information may result in disciplinary action under the College's Code of Conduct. I consent to the investigation of this concern, including interviews with witnesses and review of relevant records.

Name: _____ *Date:* _____

Signature: _____

NOTE: This form aligns with Jersey College's commitment to fair dispute resolution for non-grade disputes (as defined in the College's Academic Catalog). For grade concerns, civil rights matters (harassment or discrimination claims) or Title IX concerns refer to the separate policies and procedures in the College's Academic Catalog. This form may only be used for non-grade disputes and not for grade, civil rights and Title IX concerns.