

**Procedure Number:** 237a  
**Procedure Name:** Academic Grievance Procedure  
**Reviewed by:** Nursing Faculty  
**Last Review Date:** 10/23/2020

Student Responsibilities	Dean or Dean Designee Responsibilities	Student Appeals Board Responsibilities
<p>The student meets with their assigned faculty advisor to obtain information regarding advancement of grievance according to procedure.</p> <p>It is the student's responsibility to file the grievance in accordance with policy and procedure using Student Grievance Statement (Form 237c) which they obtain from their Faculty advisor.</p>		
<p>The student initiates the grievance procedure by submitting a completed Student Grievance Statement Form to the Dean's office within 10 business days from the time the issue was discussed with the Course Coordinator, Track Director and/or Chair and not resolved.</p>	<p>The Dean's office receives the Student Grievance Statement from the student initiating the grievance procedure.</p> <p>The Dean's office maintains the academic Grievance file, which includes all submitted documents by all named parties until resolution of the grievance.</p>	
	<p>The Dean appoints a Student Special Appeals Board and staff administrative assistant and notifies the student of the composition of the Board in writing within 10 business days of the student submission of the Student Grievance Statement.</p>	
<p>The student may request a change of one member of the Student Appeals Board if cause is determined. This request must be made within two business days of notification of the Student Appeals Board Composition.</p>		
	<p>Upon receipt of a substitution request the Dean appoints a new member to the Student Special Appeals Board if cause is determined.</p>	

<b>Student Responsibilities</b>	<b>Dean or Dean Designee Responsibilities</b>	<b>Student Appeals Board Responsibilities</b>
	<p>The Dean's office distributes Student Grievance Statement and supporting documents (any narrative statement from faculty or additional documentation from student) to all named parties within 10 business days of the finalization of Special Appeals Board.</p>	<p>The Chair of the Student Special Appeals Board (assisted by the staff administrative assistant) schedules the date and time to hold the appeal hearing no later than 10 business days after the date all Student Grievance Statement Form and supporting documents are received by the Board and all named parties.</p> <p>The Chair of the Board may request additional information as needed and the presence of other relevant parties at the hearing.</p> <p>The Chair of the Board will notify the student and all named parties of the date, time and location of the hearing, along with a list of those attending the hearing.</p>
<p>The student may be accompanied by one individual during the Student Appeals Board hearing. The individual may not communicate in any way with the student and others in the room. The student should notify the chair of the board of the name of the individual and their relationship to the student at least 5 business days prior to the hearing.</p>		<p>The hearing will be held as scheduled and conducted as suggested in the Student Special Appeals Board Hearing Protocol (237b).</p> <p>The staff administrative assistant will audio-record the meeting and keep minutes of the proceedings.</p>
		<p>The typed records shall be read, approved and signed by all faculty members of the Board hearing the appeal.</p>
		<p>The original appeal, audio-recording, and written record of the proceedings and decision of the Student Special Appeals Board will be submitted to the Dean's Office to be placed in a sealed envelope and stored in the Office of Student Services.</p>
		<p>The Chair of the Board will submit the board's decision and recommendation to the Dean.</p>

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	<p>The Dean will consider the recommendation and make a final decision (within 3 business days).</p> <p>The Dean will send a copy of the Board recommendation and Dean's final decision to the student (within 5-7 business days).</p>	
<p>If the appeal is not resolved at the Department of Nursing level, any of the parties in the appeal may request a review by the Student Academic Standards Committee of the University (See Code of Student Life, Academic Concerns).</p>		
<p>The student may withdraw from the Academic Grievance process at any time.</p>		

**DISPOSITION OF GRIEVANCE MATERIALS**

The Chair of the Student Special Appeals Board hearing the grievance shall keep the original Student Grievance Statement and documentation regarding the Board's decision, forms that have been completed by other faculty, or administrators hearing the grievance. These documents shall be sealed and placed in the student grievance file in the Office of Student Services, which will be retained for 6 years from the date of resolution of the grievance. Other copies of the grievance shall be destroyed by the Dean's Designee upon completion of the grievance process. Only the Dean and/or the student can open the sealed envelope. If a student withdraws a grievance without completing the process, all related records will be destroyed.

*Business day is defined as any day Monday through Friday in which the University is open to conduct business.*

Approved by Nursing Faculty 2/26/16, R 12/9/16; R 01/17/18; **R 10/23/20**  
 Approved by Undergraduate Council R 2/12/16