### Student Responsibilities

1. The student should meet with their assigned faculty advisor to obtain information regarding advancement of grievance according to procedure.

2. It is the student's responsibility to file the grievance in accordance with policy and procedure using Student Grievance Statement Protocol Form (237c).

3. The student must obtain the Student Grievance Statement Form from their Faculty advisor.

4. The student initiates the grievance procedure by submitting a completed Student Grievance Statement Form to the Dean's office within 10 school days from the time the issue was discussed and not resolved.

5. 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 days of notification of the Student Appeals Board Composition. The student may request, from the Student Appeals Board chairperson, to be present at the time the Student Appeals Board acts on the appeal.

### Dean or Dean Designee Responsibilities

1. The Dean’s office receives the Student Grievance Statement form from the student initiating the grievance procedure.

2. The Dean’s office maintains the academic Grievance file, which includes all submitted documents by all named parties until resolution of the grievance.

3. The Dean appoints a Student Special Appeals Board and notifies the student of the composition of the Board in writing within 10 school days of the student submission of the Student Grievance Statement.

4. The Dean’s office receives the request for an alternate to serve in place of appointed board member from student if cause is determined.

5. The Dean appoints new member to the Student Special Appeals Board if cause is determined.

6. The Dean’s office distributes Student Grievance Statement and supporting documents to all named parties within 10 school days of receipt of initial document submission.

### Student Appeals Board Responsibilities

1. The Chair of the Board schedules the date and time to hold the appeal hearing appeal no later than 10 school days after the date all documents are received by all named parties.

2. The Chair of the Board may request additional information as needed and the presence of other relevant parties at the appeal proceedings.

3. The Chair of the Board will notify all named parties of those attending the meeting. The chairperson shall send a letter by certified mail, return receipt requested, to the student appealing.

4. The staff secretary will audiorecord the meeting and keep minutes of the proceedings.

5. The typed records shall be read, approved and signed by all faculty members of the Board hearing the appeal. A copy will be given to the Dean or Dean's designee.

6. The original appeal, audiorecording, and written record of the proceedings and decision of the Student Special Appeals Board will be submitted to the Dean’s...
<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Dean or Dean Designee Responsibilities</th>
<th>Student Appeals Board Responsibilities</th>
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<tr>
<td>6. The student may be accompanied by one individual to act as a representative/advisor during the Student Appeals Board meeting. The student should notify the chair of the board of the name of the representative and their relationship to the student at least 5 days prior to the appeal hearing.</td>
<td>7. The Dean’s office receives narrative statement from faculty involved and distributes to all named parties within 10 school days of faculty receipt of the submission of Student Grievance Statement and supporting documents.</td>
<td>Office to be placed in a sealed envelope. The sealed envelope will be stored in the Office of Student Services.</td>
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<td>7. The student may withdraw from the Academic Grievance process at any time.</td>
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<td>7. The Chair of the Board will send a copy of the board’s decision and recommendation to the student involved by certified mail, return receipt requested (generally within 5-7 days).</td>
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<td>8. 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).</td>
<td>8. The Chair of the Board will send a copy of the board’s decision and recommendation to the Dean. The Dean will consider the recommendation and make a final decision (within 3 working days).</td>
<td>9. The Dean will send a copy of the appeal and recommendation and final decision to the person, committee, or administrator with whom the original appeal was filed (generally within 5-7 days). Any recommendations for follow up of the decision are to be forwarded to the responsible party for action, monitored by the Dean or Dean’s designee.</td>
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**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.
* School day is defined as any day Monday through Friday in which University classes are scheduled to meet.

Timeline:

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<th>Date</th>
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<tr>
<td></td>
<td>Unresolved issue after completion of Resolution of Student Academic Issue (Policy 236 and Procedure 236a)</td>
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<td>Student initiates grievance procedure (within 10 days) by notifying the Dean’s office in writing on the Student Grievance Statement Protocol Form (237c)</td>
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<td>Dean appoints Special Student Appeals Board (within 10 days of initiation of grievance)</td>
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<td>Dean’s Office distributes student documents to all parties, including those named in grievance and including the student (within 10 days of receipt of student documents)</td>
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<td>Submission of narrative response from all named parties to Dean’s office (within 10 days of receipt of student documents)</td>
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<tr>
<td></td>
<td>Dean’s office distributes narrative response to student (within 10 days of receipt)</td>
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<tr>
<td></td>
<td>The Special Student Appeals Board convenes within 10 days of receipt of all documents from all parties</td>
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<td>The student should notify the chair of the board of the name of the representative and their relationship to the student at least 5 days before the hearing. The student must disclose if a legal representative will be present.</td>
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<tr>
<td></td>
<td>The Chair of the Student Special Appeals Board will notify all named parties of those attending the meeting. The chairperson shall send a letter by certified mail, return receipt requested to the student</td>
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<td>The Special Student Appeals Board, faculty, and student meet. The staff secretary will audiorecord the meeting and keep minutes</td>
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<td>The members of the Student Special Appeals Board and faculty check the minutes and documents generated</td>
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<td>The Chair of the Student Special Appeals Board sends a copy of the decision to the student (generally within 5-7 days)</td>
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<tr>
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<td>The Chair of the Student Special Appeals Board sends a copy of the decision to the Dean (generally within 3 days)</td>
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<tr>
<td></td>
<td>The Dean sends a copy of the decision to the student (generally within 5 days after receiving the Board’s decision from the Chair)</td>
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Approved by Undergraduate Council R 2/12/16
Approved by Nursing Faculty 2/26/16, R 12/9/16

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