



Student Appeals Procedure

The medical radiography program subscribes to the University policies and procedures. To be fair and equitable to students in the program, we have identified a procedure for resolution of grievances that is in keeping with the philosophy of the University.

While incidents involving discrimination or harassment on the basis of sex or another protected class should always be reported to the University Equity Compliance and Title IX Office and incidents involving violations of the Student Conduct Code should be reported to the Dean of Students' Office, students are also encouraged to utilize their problem-solving abilities in resolving problems/issues not involving discrimination or harassment on the basis of sex or another protected class that may occur in the classroom or at the clinical site. The first step would be to discuss the problem with the particular individual involved. If a satisfactory solution cannot be reached, the chain of command would be instructor or clinical preceptor (if the problem is a clinical one), clinical coordinator, program director, and the Dean of Health Sciences. In the event the student wishes to file an appeal, the following procedure will be followed. For appeals of academic actions, the student may enter into the University's academic appeal procedure as described in University Policy 553.

Procedure	Student Time Line	Response Time Line	People Involved
1. The student should first discuss the issue with the other party involved. However, for incidents involving behavior included in University Policies 154 or 164, the affected party should directly report the incident to the Equity Compliance and Title IX Office and is not obligated to discuss the issue with the other party. If a meeting is needed, it should be requested by the student within 5 working days from the time the student identified the unfair or unjust treatment. All complaints that can be handled between the parties involved are encouraged to be resolved at this level.	This meeting should take place within 5 working days from the date the incident occurred.		Student Other Party Involved
2. If the complaint is not resolved by the above step, the student may continue the process by filing a written complaint with the Radiography Program Director or Clinical Coordinator, as appropriate. This complaint should include a description of the complaint, dates, times, person(s) involved, etc. as well as a description of the meeting from Step #1 and requested action.	The student must submit the complaint, in writing, within 10 working days of the alleged event.	An official meeting to resolve the issue will take place within 5 working days from the date that the written complaint is received by the Clinical Coordinator/Program Director. Student will be notified, in writing, of the decision within 5 working days following this meeting.	Student Program Director/Clinical Coordinator
3. If Step #2 took place with the Clinical Coordinator and resolution was not reached, the Clinical Coordinator will forward all written documentation, within 5 working days, to the Program Director who will meet with the parties involved to attempt to resolve the conflict.		An official meeting will be scheduled within 5 working days from when the Program Director receives all written documentation. Student will be notified, in writing, of the resulting decision within 5 working days after the meeting.	Student Program Director
4. If a resolution cannot be reached in Step #3, the student should forward a copy of the original complaint with an explanation regarding any previous actions taken towards a solution to the Dean of Health Sciences. The Dean will meet with the party involved to resolve the conflict. At this point, the Dean's decision will be final. The student may enter the institution's appeal procedure. Following this process, the final decision lies with the University Provost.	The student must submit all documentation within 5 working days of meeting with the Program Director.	An official meeting will take place within 7 working days from the day the complaint is submitted to the Dean. Student will be notified in writing of the resulting decision within 5 working days after the meeting.	Student Dean of Health Sciences