School of Radiologic Technology

Grievance Procedure

The grievance procedure ensures that students, faculty, and staff are provided with a mechanism allowing for fair and equitable review and disclosure of any issue that may adversely affect protected rights. This may include, but is not limited to, matters involving grade disputes, disciplinary issues, or alleged accreditation violations. Each step provides higher authority input and review of the expressed issue or concern.

Step 1. Prepare a written statement that explicitly expresses the issue or concern. This written statement needs to be prepared and submitted within 1 or 2 days of the incident or issue in question. In the case of a student issue, this written statement is submitted to the faculty member involved; in the case of a staff or faculty complaint, the grievance process advances to Step 2. In response to a student issue, the faculty member will consider the information presented by the student and determine if the issue can be resolved at this initial step in the grievance process. If there is a failure to reach a mutual consensus on the stated issue, the written complaint will be forwarded to the next step. This step in the process is completed within two days of the submission of the written complaint.

Step 2. Without a mutually agreeable resolution at step 1, the student and/or faculty member has the right to forward the written statement to the Program Director for further consideration. The program director will have two days to consider the facts and circumstances of the issue. Interviews of the parties involved will be conducted, and all relevant documentation will be reviewed and considered. The program director will rule by the end of the second business day, following formal written notification on the issue.

Step 3. Without a mutually agreeable resolution at step 2, the student and/or faculty member has the right to forward the written statement to the Division Director of Imaging Services for further consideration. The Division Director of Imaging Services will review the facts and circumstances with the school's Medical Advisor and schedule a hearing within five days of the initial incident. The Division Director of Imaging Services will issue a ruling within two business days following the hearing.

Step 4. Without a mutually agreeable resolution at step 3, the student and/or faculty member has the right to forward the written statement to the Vice President of Human Resources for further consideration. Within two weeks of the initial incident, a hearing is scheduled with the parties involved; this meeting will be coordinated through the Division Director of Imaging Services office. A final decision on the grievance will be determined, and a written ruling will be provided to the parties involved. Decisions reached at this step are final.