

GRIEVANCE PROCEDURES FOR STUDENTS, FACULTY, AND STAFF

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

Step 1. Prepare a written statement that specifically expresses the issue or concern. This written statement needs to be prepared and, submit within 1 or 2 days of the incident or issue in question. In the case of a student issue, this written statement submitted to the faculty member involved, in the case of a staff or faculty complaint, grievance process advance to Step 2 in the process.

In response to a student issue, the faculty member will consider the information presented by the student and make a determination if the issue can be resolved at this initial step in the grievance process. Failure to reach mutual consensus on the stated issue, the written complaint forwarded to the next step in the process. This step in the process completed within 2 days of the submission of the written complaint.

Step 2. Absence of 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 2 days to consider the facts and circumstances of the issue in question. Interviews of the parties involved conducted and all relevant documentation reviewed and considered. The program director will make a ruling by the end of the second business day, following formal written notification on the issue.

Step 3. Absence of a mutually agreeable resolution at step 2, the student and or faculty member has the right to forward the written statement to the Administrative Director of Radiology for further consideration. The Administrative Director of Radiology will review the facts and circumstances with the Medical Advisor of the school, and will schedule a hearing within 5 days from the initial incident. The Administrative Director of Radiology will issue a ruling within two business days following the hearing.

Step 4. Absence of 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. A hearing scheduled with the parties involved within 2 weeks of the initial incident; this meeting will be coordinated through the Administrative Director of Radiology's office. A final decision on the grievance will be determined and a written ruling provided to the parties involved. This is the final step in the process.

Print Name

Date

Signature