

GRIEVANCE PROCEDURE

Proper chain of command should be followed.

Campus issues: Instructor – Program Director – Allied Health Chairperson-Dean

Clinical issues: Clinical Instructor – Clinical Coordinator-Program Director – Allied Health Chairperson-Dean

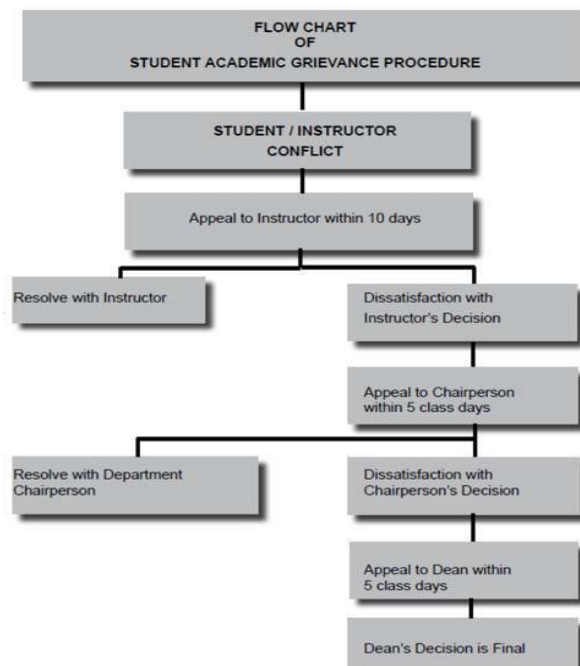
Academic Grievance Policy

Faculty is responsible for classroom management, teaching strategies, testing, and evaluation of student performance. At academic institutions conflicts may develop within the educational process that requires academic intervention using the Academic Grievance process. When student complaints cannot be resolved through informal interaction with a faculty member or chair/coordinator, students are directed to use the Academic Grievance procedure (see below form and associated flowchart or visit SPC website) by filing a Student Academic Grievance form, available from any division chair.

Students are encouraged to use the Academic Grievance process only when there is clear and convincing evidence that a faculty member has treated the student unfairly, arbitrarily, or capriciously. The Academic Grievance procedure allows for unresolved complaints to continue moving from student, to instructor, to division chair, to dean until consensus is reached or final decision affirming or denying the grievance is made by the appropriate dean.

Below is the procedure for "**Student Academic Grievance**" taken from the most recent revision of the SPC student handbook (pgs. 32-35). Note the last sentence states "The decision of the dean is final."

The chart below outlines the specific academic grievance process.



ST. PHILIP'S COLLEGE

STUDENT ACADEMIC GRIEVANCE

Date Grievance Initiated: _____

Name: _____

Major: _____

Address: _____

SS: _____

Tel: _____

Step 1 – Description of Grievance:

Date of Incident

Course Number & Section

Instructor

Grievance: _____

Remedy: _____

Student- Instructor Conference Date: _____

_____ Resolved

_____ Unresolved (Proceed to Step 2)

Signature of Student

Date

Signature of Instructor

Date

(Supporting Documentation must be forwarded at each step)

Step 2 – Conferences:

Student-Chair Conference Date: _____

Chair-Instructor Conference Date: _____

_____ Resolved

_____ Unresolved (Proceed to Step 3)

Signature of Student

Date

Signature of Instructor

Date

(Supporting Documentation must be forwarded at each step)

Step 3 – Conference:

Student-Instructor-Chair Conference Date: _____

_____ Resolved

_____ Unresolved (Proceed to Step 4)

Signature of Student / Date

Signature of Instructor / Date

Signature of Chair / Date

(Supporting Documentation must be forwarded at each step)

Step 4 – Action of Chair:

Upon consideration of the circumstances presented, I hereby
_____ * Affirm _____ Deny the grievance in question.

Signature of Chair

Date

* A written explanation must be forwarded to the instructor.

Action of Parties:

Student:

I _____ accept _____ reject the decision of the Chair.

Signature of Student

Date

Instructor:

I _____ accept _____ reject the decision of the Chair.

Signature of Instructor

Date

(Supporting Documentation must be forwarded at each step)

Step 5 – Appeal to Dean:

Date: _____

Student-Instructor-Chair-Dean Conference date: _____

Action by Dean:

Upon consideration of the circumstances presented, I hereby _____ affirm * _____ deny
the grievance in question.

Signature of Dean

Date

* A Conference with the Instructor and Chair must be held and a written explanation of the decision must be provided.

Remarks: _____

