

# GRIEVANCE POLICY

Mount Marty College students have procedures they may follow in carrying out or stating a grievance against an instructor. Issues of sexual harassment should follow the Sexual Harassment Policy in the Student Handbook. Students in the Master of Science in Nurse Anesthesia program are governed by the Council on Accreditation of Nurse Anesthesia Educational Program. Policies outlined in the Nurse Anesthesia Student Handbook supersede general graduate catalog policies.

1. The first step in the grievance process is to discuss the grievance with the instructor.
2. If the discussion with the instructor does not resolve the issue for the student, the student must then speak with the division chair or the graduate program director.
3. If the discussion with the division chair/program director does not resolve the issue for the student, the student must then speak with the academic dean.
4. If the informal process does not resolve the issue for the student, he or she must then file a formal written appeal to the Academic Standards and Admissions Committee (for undergraduate students) or the Graduate Council (for graduate students) with a copy provided to the academic dean. The academic dean notifies the division chair/program director and instructor that a formal appeal has been filed. This must be accomplished within one month of the end of the informal process. The voting members of the Academic Standards and Admissions Committee/Graduate Council along with two students appointed by Student Affairs will convene a formal hearing regarding the appeal within two weeks of receipt. The committee prepares written findings within seven days of the hearing. Copies of the findings are sent to the student, instructor, division chair/program director and academic dean.
5. If the student or instructor is not satisfied with the findings, he or she may submit a formal appeal to the president. The appeal must be filed within two weeks of the Academic Standards and Admissions Committee/Graduate Council written findings. The decision of the president is final.