

Grievance Procedure

The BSN Program adheres to the Student Grievance procedures published in the *Oracle*. As described in the *Oracle* (2004-2005), "student grievances are handled through one of two procedures depending on the nature of the grievance" (p. 21). The procedures for student grievance of an academic or non-academic nature are described in the *Oracle* (2004-2005, p. 21).

The channels of communication for filing a proposal, petition, or grievance for exception or change of a published policy or procedure for the BSN Program are as follows:

Proposals, Petitions, or Grievances of an Academic Nature

- a. Submit said proposal, petition or grievance in writing and signed by the concerned parties to the appropriate faculty. (Grievances should be accompanied by suggestions for solutions).
- b. If no satisfactory resolution, student(s) may submit the written proposal, petition, or grievance to the BSN Program Director. A response shall be given to concerned parties within 14 days.
- c. If no satisfactory resolution, student(s) may submit the written proposal, petition, or grievance to the Dean of the College of Health and Human Services. A response shall be given to concerned parties within 30 days.
- d. If the matter is not resolved, the proposal, grievance, or petition may be submitted to the Provost's Office.

Proposals, Petitions, or Grievance of a Non-Academic Nature

- a. Submit said proposal, petition, or grievance in writing and signed by the concerned parties to the BSN Program Director. A response shall be given to concerned parties within 14 days.
- b. If the matter is not resolved, the non-academic grievance may be submitted to the Vice President for Student Affairs Office.