

APPENDIX L: GRIEVANCE PROCESS FOR MSN PROGRAM

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The MSN Program adheres to the Student Grievance procedures published in the *Oracle*. As described in the *Oracle* (2003-2004), “student grievances are handled through one of two procedures depending on the nature of the grievance” (p. 64). The procedures for student grievance of an academic or non-academic nature are described in the *Oracle* (2003-2004, p. 64).

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

Proposals, Petitions, or Grievances of an Academic Nature

1. 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).
2. If no satisfactory resolution, student(s) may submit the written proposal, petition, or grievance to the MSN Program Director. A response shall be given to concerned parties within 14 days.
3. 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.
4. If the matter is not resolved, the proposal, grievance, or petition may be submitted to the Provost’s Office.

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

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