

for extension. The involved party must provide a written response to the complaint within five calendar days of the initial conference.

Procedure – Step II:

Formal Process

If the student is unable to resolve the issue directly with the involved party(ies), he/she may file a complaint with the Dean of Nursing & Health Sciences or designee using the Fair Treatment and Grievance form. This form must be filed within 14 calendar days following the conference with the involved party. The form can be obtained through Student Services or on the College Website. The written request must contain a statement of the grievance, the date or dates in which a conference(s) was held with the involved party(ies), and a statement outlining the student's perception of the outcome of that conference. The student must also state his/her rebuttal with rationale to the written response received from the involved party(ies). The student should make three copies of the written Fair Treatment and Grievance Form. The original copy stays with the Dean, one copy goes to the involved party(ies) and the third copy is for the student. The Dean will schedule a conference with the student within 14 days of receipt of the Fair Treatment and Grievances Form. The Dean will conduct an investigation of the complaint, and will provide a written response to the student within 14 days of their conference meeting.

The Dean of Nursing & Health Sciences or designee shall ask the involved party to write their response in narrative form, to the Fair Treatment and Grievance claim that the student has made and submit one copy and the original to the Dean of Nursing & Health Sciences.

During the investigation, the Dean of Nursing & Health Sciences or designee may arrange to meet individually and/or together with both the Student and the involved party. The parties shall receive a written response from the Dean of Nursing & Health Sciences or designee to the grievance within 14 calendar days of the conference. The original forms from the student and the involved party will be maintained in the Director of Student Services and External Relations office in a confidential and secure grievance file.

Procedure – Step III:

If the grievance remains unresolved, either the student or the involved party must submit a request in writing and within 14 days of receipt of the letter from the Dean of Nursing & Health Sciences or designee that he/she notify the Student Affairs (SA) Committee Chair requesting a hearing to resolve the complaint. The SA Committee Chair shall set up an appropriate grievance panel to include a minimum of two students not connected with the student's program and a minimum of two faculty members who are not involved in the grievance or who do not teach in the involved program. There shall be an equal number of faculty/students represented on the committee.

The Director of Student Services and External Relations shall chair the grievance committee. This panel shall conduct a meeting for the purpose of formulating a recommendation regarding the student's grievance following the guidelines outlined below:

- Meetings are closed.
- Meetings are formal and confidential. The Chair will announce the hearing procedure and direct the flow of the meeting. An appointed secretary from the group shall take minutes.
- Each panel member shall have access to the written statements prior to the meeting.
- To the extent that new information is pertinent to the case under consideration, the panel or either

party may ask members of the academic community (students, faculty, administration, and staff) to present information.

- The members of the panel may question both parties. Questions must be relevant to the issues of the grievance.
- Upon request from the panel, it is expected that the student and the involved party shall make available such records as are pertinent to the grievance. The confidential nature of these records shall be safeguarded with the Director of Student Services and External Relations.
- The student and involved party may each bring one Trinity College student, faculty, or staff member for support if they so desire. The support member may not address the committee but may answer questions directed by the committee.
- If the student and involved party are asked to come to a meeting for questioning and clarification, the meeting may be audiotaped. The audiotape of the meeting(s) will be safeguarded and kept by the Director of Student Services and External Relations in the confidential and secure grievance file.
- A quorum consists of a minimum of four members, excluding the Chairperson of the panel who shall only vote in case of a tie. There shall be an equal number of faculty/students represented on the committee.
- A simple majority shall be required to make a decision.
- The panel's decision will be made the day of the meeting.
- The panel shall prepare a written recommendation and provide one copy to the student and one copy to the involved party. Copies will be distributed within 24 hours after the conclusion of the meeting. The original copy will be maintained in the Director of Student Services and External Relations office in a confidential and secure grievance file.

Procedure – Step IV:

In the event that the student does not accept the recommendation of the grievance committee, the student or involved party must submit a request in writing within 5 days of receiving the written findings that the Chancellor of the College review the student's grievance, and the action recommended by the committee. The Chancellor will conduct an investigation and prepare a written statement within 14 days of receiving the student's or involved party's written request. The decision made by the Chancellor will be final.