TRINITY COLLEGE OF NURSING & HEALTH SCIENCES
IOWA HEALTH SYSTEM

Fair Treatment & Grievance Form

Step II Procedure - This form must be filed with the Dean of Nursing & Health Sciences within 14 days following the conference with the involved party(ies)

Student Name: _____ Date: _____

Statement of Grievance:

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Involved Individuals: _____

Date(s) of Original Conference: _____

Date of Written Response to Student: _____

Outcome of Original Conference and Written Response:

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Student Rebuttal to the Conference & Written Response (Give Rationale).

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Student Signature: _____ Date: _____

Copy: (Original) Dean/Program Coordinator/Designee, (Copy) Student, (Copy) Involved Party(ies)

TRINITY COLLEGE OF NURSING & HEALTH SCIENCES
IOWA HEALTH SYSTEM

Fair Treatment & Grievance Form

Formal Process - Step II

This form must be filed within 14 calendar days, following the conference with the involved party.

Student Name: _____ Date: _____

Statement of Grievance:

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Involved Individuals: _____

Date(s) of Original Conference: _____

Date of Written Response to Student: _____

Outcome of Original Conference and Written Response:

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Student Rebuttal to the Conference & Written Response (Give Rationale).

Written response with rationale to the response, which was in writing from the involved party(ies). The student should make three copies: Original copy is submitted to the Dean of Nursing & Health Sciences, one copy is submitted to the original party, and the third copy is retained by the student.

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Student Signature: _____ Date: _____

Copy: (Original) Dean, (Copy) Student, (Copy) Involved Party(ies)

TRINITY COLLEGE OF NURSING & HEALTH SCIENCES
IOWA HEALTH SYSTEM

Fair Treatment & Grievance Form

Formal Process - Step III

This form must be filed within 14 calendar days of receipt of the letter from the Dean of Nursing & Health Sciences.

Student Name: _____ Date: _____

Statement of Grievance:

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Involved Individuals: _____

Date(s) of Original Conference: _____

Date(s) of Conference with Dean of Nursing & Health Sciences: _____

Date of Written Response to Student: _____

Outcome of Conference with Dean of Nursing & Health Sciences:

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Written response to the Dean's letter requesting a hearing to resolve the complaint. (Give Rationale).
The student should make four copies:
Original copy is submitted to the Dean of Nursing & Health Sciences, one copy is submitted to the Director of Student Services & External Relations and one copy is submitted to the involved party and one copy is retained by the student.

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Student Signature: _____ Date: _____

Copy: (Original) Dean, (Copy) Director of Student Services & External Relations, (Copy) Student, (Copy) Involved Party(ies)