Fair Treatment and Grievance Form

Step II Procedure

If the student is unable to resolve an issue directly with the involved party(ies), per the Fair Treatment and Grievance Policy http://www.trinitycollegeqc.edu/policies-and-procedures.aspx, he/she may file a complaint with the Dean of Nursing and Health Sciences, or designee, using this form. This form must be filed within 14 calendar days following the Informal Process conference.

Student Name ____________________________________________
Date ______________________________________________________

Statement of Grievance:
__________________________________________________________
__________________________________________________________
__________________________________________________________

Involved individuals: _______________________________________
Date(s) of informal conference ______________________________

Outcome of informal conference:
__________________________________________________________
__________________________________________________________
__________________________________________________________

Written response to informal conference, what is petitioner requesting?
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
The student should make three copies of the written Fair Treatment and Grievance Form. The original copy stay 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 Grievance 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.

Note: Procedure – Step III:
If the grievance remains unresolved, either the student or the involved party must submit a request in writing.

See the policy:
http://www.trinitycollegeqc.edu/policies-and-procedures.aspx /Fair Treatment & Grievance Policy