

**Saint Anselm College - Department of Nursing**  
**Grievance Policies**  
**Nursing Course Grade /Progression/Clinical Failure/Dismissal**

Students may appeal a final nursing course grade, clinical failure, inability to progress or dismissal from the program by following Procedure A within two weeks of the date marked on the grade report. Students who previously have been granted a nursing course grade appeal must follow Procedure B.

**Procedure A:**

1. The student will confer with the course faculty.
2. If the discussion proves unsatisfactory, the student may appeal to the Executive Council of the Department of Nursing. The student must present a written rationale to support the request. This information must be submitted to the Executive Director at least 24 hours prior to the meeting of the Executive Council at which time the student will be present.
3. If the appeal to the Executive Council proves unsatisfactory, the student may appeal to the Associate Dean of the College. The Dean's Office must be notified of the intent to appeal within 72 hours of the Executive Council decision. All paper work relating to the appeal will be forwarded by the Executive Director to the Associate Dean of the College.
4. If the appeal to the Associate Dean of the College proves unsatisfactory, the student may request the Dean of the College to call a meeting of the Program Coordinator, the Executive Director of Nursing and the Dean of the College. The final decision on the appeal will be made by the Dean of the College.

**Procedure B:**

The process for a student who previously has been granted a nursing course grade appeal will be as follows:

1. The student will confer with course faculty.
2. If the discussion proves unsatisfactory, the student may appeal to the Executive Council of the Department of Nursing. The student must present a written rationale to support the request. This information must be submitted to the Executive Director at least 24 hours prior to the meeting of the Executive Council at which the student will be present.
3. The Program Coordinator will request the presence of the Associate Dean of the College as an ex officio member at the meeting of the Executive Council.
4. If the appeal to the Executive Council proves unsatisfactory, the student will request the Dean of the College to call a meeting of the Program Coordinator, the Executive Director of Nursing and the Dean of the College. The Dean's Office must be notified of the intent to appeal within 72 hours of the Executive Council decision. The final decision on the appeal will be made by the Dean of the College.

**Other Grievances**

Students who have grievances not covered under the Nursing Department Course Grade/Progression/ Clinical Failure/Dismissal Policy in the *Nursing Student Handbook*, or under the College Harassment and Sexual Misconduct policies found in the *College Student Handbook* are encouraged to discuss their grievances with the Nursing Department. Students should discuss their grievances beginning with the first step listed below and proceed to the next step only if the issue is not resolved to their satisfaction.

1. Discuss the grievance with the faculty member as soon as reasonably possible (note: if the circumstances do not allow starting with step 1, begin with step 2)
2. Discuss the grievance with the Program Coordinator or Executive Director
3. Request a meeting with the Executive Council
4. Discuss the grievance with the Class Dean, who will choose whether or not to bring the issue to the attention of the Dean of the College