

GRIEVANCE PROCEDURE FOR HAMPTON UNIVERSITY STUDENTS

STEP ONE: START AT THE SOURCE OF THE PROBLEM

- A) Schedule a conference with the instructor of the course.
- B) Be prepared to discuss issues of concern clearly. Do not speculate.
- C) Proceed to the next level of authority if the problem or concern is not resolved.

STEP TWO: SCHEDULE A CONFERENCE WITH ACADEMIC ADVISOR.

Repeat steps B and C as stated in Step One.

STEP THREE: SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT. (UNDERGRADUATE STUDENTS: SEE THE UNDERGRADUATE NURSING EDUCATION DEPARTMENTAL CHAIRPERSON IN THE SCHOOL OF NURSING. GRADUATE STUDENTS: SEE THE GRADUATE NURSING EDUCATION DEPARTMENTAL CHAIRPERSON)

Repeat steps B and C as stated in Step One.

STEP FOUR: SCHEDULE A CONFERENCE WITH THE ASSISTANT DEAN FOR ACADEMIC AFFAIRS OF THE SCHOOL OF NURSING.

Repeat steps B and C as stated in Step One.

STEP FIVE: SCHEDULE A CONFERENCE WITH THE DEAN OF THE SCHOOL OF NURSING.

Repeat steps B and C as stated in Step One.

STEP SIX: SCHEDULE A CONFERENCE WITH THE SCHOOL OF NURSING GRIEVANCE COMMITTEE (You will be notified of the day and time).

STEP SEVEN: SCHEDULE A CONFERENCE WITH THE PROVOST OF HAMPTON UNIVERSITY.

Repeat steps B and C as stated in Step One.

NOTE: If steps one through six have been omitted, the Provost will refer the case back to the step that was omitted.

Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help students learn while maintaining high academic and ethical standards.

Source: (Modified) Hampton University Academic Catalog 2014-2016.

**HAMPTON UNIVERSITY
SCHOOL OF NURSING
STUDENT GRIEVANCE PETITION PROCESS FORM**

DIRECTIONS FOR SUBMISSION OF GRIEVANCE PETITION:

Grievance Petition forms are available in the School of Nursing's Office of Student Academic Support Services, located in William Freeman Hall Room 125.

The entire student section, including your reason for petition, must be returned to the Office of Student Academic Support before it can be reviewed. The signature page must be submitted to the Office of Student Academic Support personnel after you have met with the course instructor, academic advisor, and departmental chairperson. Meeting with course instructor(s) is only required if your grievance petition involves a course.

1. STUDENT SECTION: The entire student section of the petition form must be completed before it may be distributed and prior to scheduling any appointments to discuss your grievance. The student section is comprised of:

1. Student Data
2. Purpose of Petition
3. Reason for Petition (Short explanation of petition, including supportive rationale)

2. FACULTY/ACADEMIC ADVISOR COMMENTS: The Office of Student Academic Support Services will request and obtain comments after the "student section" has been submitted in its entirety.

3. FACULTY (COURSE INSTRUCTOR) COMMENTS: If the petition involves a specific Hampton University School of Nursing course, the instructor(s) teaching the course will be notified and asked to complete the "Faculty Comments Section". The Office of Student Academic Support Services personnel will request and obtain faculty comments after the "student section" has been submitted in its entirety.

4. UNDERGRADUATE OR GRADUATE NURSING EDUCATION CHAIRPERSON: The Office of Student Academic Support Services personnel will request comments after the "student section" has been submitted in its entirety.

5. ASSISTANT DEAN FOR ACADEMIC AFFAIRS: The Office of Student Academic Support Services personnel will request and obtain the Assistant Dean's comments after the "student section" has been submitted in its entirety and all previous comments have been received.

6. DEAN FOR THE SCHOOL OF NURSING: : The Office of Student Academic Support Services personnel will request and obtain the Dean's comments after the "student section" has been submitted in its entirety and all previous comments have been received.

**HAMPTON UNIVERSITY
SCHOOL OF NURSING
STUDENT GRIEVANCE PETITION PROCESS FORM**

Petition for Grievance of Academic Regulations in the School of Nursing

- 1. Student Section:** The entire student section of the petition form must be completed and returned to the Office of Student Academic Support Services personnel prior to scheduling your first meeting to discuss your grievance.

Date _____ BS RN-BS LPN-BS RN-MS MS PhD

Name _____ Student ID # _____

Address _____ City _____ State ____ Zip Code _____

Telephone Numbers: (Home) _____ (Cell) _____ (Work) _____

Do you wish to be present at this meeting? Yes No Yes, but unable to attend because...

PURPOSE OF PETITION:

() **Grievance of Academic Regulations.** Please state request if not listed below. Use additional paper and attach all documents if necessary.

A grade of C in a nursing course.

Separation from the major as a result of a second C in a nursing course.

() **Hearing for readmission after separating with**

WP

WF

() **Readmission into the School of Nursing**

() **Other. Please state:** _____

**HAMPTON UNIVERSITY
SCHOOL OF NURSING
STUDENT GRIEVANCE PETITION PROCESS FORM**

Name _____

Student ID # _____

1. Student Section (cont'd):

Short explanation of petition, including supportive rationale (Use additional pages if necessary)

Student Signature _____

Date _____

**HAMPTON UNIVERSITY
SCHOOL OF NURSING
STUDENT GRIEVANCE PETITION PROCESS FORM**

Name _____

Student ID # _____

1. Student Section (cont'd):

Short explanation of petition, including supportive rationale (Use additional pages if necessary)

Student Signature _____

Date _____

**HAMPTON UNIVERSITY
SCHOOL OF NURSING
STUDENT GRIEVANCE PETITION PROCESS FORM**

Name _____

Student ID # _____

1. Student Section (cont'd):

Short explanation of petition, including supportive rationale (Use additional pages if necessary)

**HAMPTON UNIVERSITY
SCHOOL OF NURSING
GRIEVANCE PETITION SIGNATURE PAGE**

Please remember to follow the grievance procedure instructions that follow, which were obtained from the Hampton University Undergraduate Academic Catalog (2014-2016).

Name _____ Student ID # _____

START AT THE SOURCE OF THE PROBLEM

Date _____

Student's Signature _____

Course Instructor's Signature _____

SCHEDULE A CONFERENCE WITH THE ACADEMIC ADVISOR

Date _____

Student's Signature _____

Faculty/Academic Advisor's Signature _____

SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT (UNDERGRADUATE STUDENTS MEET WITH THE UNDERGRADUATE NURSING EDUCATION DEPARTMENT CHAIRPERSON. GRADUATE STUDENTS MEET WITH THE GRADUATE NURSING EDUCATION DEPARTMENT CHAIRPERSON)

Date _____

Student's Signature _____

Department Chairperson's Signature _____

SCHEDULE A CONFERENCE WITH THE ASSISTANT DEAN FOR ACADEMIC AFFAIRS OF THE SCHOOL OF NURSING

Date _____

Student's Signature _____

Assistant Dean's Signature _____

**HAMPTON UNIVERSITY
SCHOOL OF NURSING
GRIEVANCE PETITION SIGNATURE PAGE (CONTINUED)**

Please remember to follow the grievance procedure instructions that follow, which were obtained from the Hampton University Undergraduate Academic Catalog (2014-2016).

Name _____ **Student ID #** _____

SCHEDULE A CONFERENCE WITH THE DEAN OF THE SCHOOL OF NURSING

Date _____

Student's Signature _____

Dean's Signature _____

**UNDERGRADUATE STUDENT'S SCHEDULE A CONFERENCE WITH THE
GRIEVANCE COMMITTEE**

Date _____

Student's Signature _____

Grievance Committee Chair _____

**IF NEEDED UNDERGRADUATE STUDENTS MAY SCHEDULE AN APPOINTMENT
WITH THE PROVOST OF THE UNIVERSITY**

Reminder: If steps one through six of the grievance process have been omitted, the Provost will refer the case back to the School of Nursing.