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Owner Faculty Organization  
Policy Area College of Nursing CNG  
Applicability MVHS

## Grievance and Appeals Policy Related to Discrimination, CNG-100.26

### PURPOSE

The purpose of this policy is to provide students with prompt and equitable investigation and resolution of allegations of unlawful discrimination on the basis of race, color, gender, gender identity, creed, religion, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin. This procedure does not deprive a grievant of the right to file a formal complaint with enforcement agencies external to the College.

### SCOPE

This process involves administration, students, faculty and staff at the College of Nursing.

### REFERENCES

Le Moyne College. (nd). *Grievance procedures related to discrimination*.

*ADA Compliance Guide*. (Oct. 2015). *Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with*

*Disabilities Act of 1990*. 500, p. 26.

### DEFINITIONS / ABBREVIATIONS

Appeal: A process whereby a student requests a formal change to a College policy or administrative decision

DSC: Disability Service Coordinator

DSFD: Dean of Student and Faculty Development

Grievance: A circumstance thought to be unjust and grounds for complaint involving academic and/or non-academic matters.

SECON: St. Elizabeth College of Nursing

SUNY Poly: State University of New York Polytechnic Institute

# PROCEDURE / DIRECTIVE

## 1. Grievance and appeal process for allegations of discrimination

- A. The student is encouraged to resolve issues by informal discussion(s) with the parties involved.
- B. If the issue, complaint or grievance is not resolved by the informal discussion (1-A), the student may progress with a written complaint or grievance to the DSFD and/or DSC within thirty (30) days following the informal discussion.
- C. If the issue, complaint or grievance is not resolved by the DSFD and/or DSC, the student may submit a letter to the President of the College to request a meeting with the Grievance and Appeals Committee within thirty (30) days of the discussion with the DSFD.
- D. The Grievance and Appeals Committee for allegations of discrimination shall consist of: the DSFD and/or the DSC as appropriate (if not an appeal related to accommodations for a disability), the Course Coordinators of the freshmen and senior courses, and the Director of Student Activities. Other faculty members as appropriate may be asked to attend the meeting.
- E. If there is a conflict of interest with a committee member, they will recuse themselves and will be replaced by another person within the same role (e.g. faculty for faculty, staff for staff) by the Chair.
- F. If there is a conflict of interest with the DSFD/DSC, another member of the committee will be appointed by the committee members as Chair for the grievance and assume all duties of the Chair.
- G. The student and committee members will be notified within five (5) business days of the date/time/location of the meeting with the Grievance and Appeals Committee once it is scheduled.
- H. The student may request a support person to accompany them to the proceedings, however the support person may not participate. Neither the student or support person may record the meeting. No belongings should be brought into the meeting.
- I. The student will present their allegation of discrimination as well as a proposed resolution to the committee on the scheduled date.
- J. After the student presents their allegation, the Committee will meet separately from the student to discuss and make a recommendation to the Chair of the Grievance Committee.
- K. The Chair of the Grievance Committee will notify the student in writing of the Committee's decision within five (5) business days of the committee meeting.
- L. The student may appeal the committee's decision in writing within five (5) business days to the President of the College. The President of the College will review the student's allegation and

proposed remedy as well as investigate the Committee's rationale for the decision.

- M. The President will notify the student of their decision within five (5) business days. The decision of the President is final
- N. Failure to appeal the issue, complaint or grievance within the proper time limits shall constitute a withdrawal of the allegation of discrimination.
- O. Prospective and current students are encouraged to contact college representatives to resolve any complaint or concern. If the issue is not resolved at that level, prospective and current students may refer the issue to any of the accrediting agencies of SECON:
  - 1. Accreditation Commission for Education in Nursing: 3390 Peachtree Road NE, Suite 1400, Atlanta, GA. 30326 (404) 975-5000 <http://www.acenursing.us/>
  - 2. Middle States Commission on Higher Education: 1007 North Orange Street 4th Floor, MB #166 Wilmington, DE 19801 (267) 284-5011 <http://www.msche.org/>
  - 3. The State Education Department, Office of the Professions: 89 Washington Ave., Albany, NY 12234-1000 (518) 474-5902 [www.op.nysed.gov](http://www.op.nysed.gov)

## CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

### This Document Replaces:

NSG-CNG-100.26

### Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	3/26/2024

### Applicability

MVHS