

UPMC Jameson
School of Radiography
 Policy & Procedure

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|------------------------|---|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Policy (RT-37): | Due Process for Grievance | | | | | | | | | | | | |
| Standard: | The Program standard for the handling of the Due Process Procedure for students. | | | | | | | | | | | | |
| Purpose: | Program's purpose is to assure that students have a well-defined process to follow in the event of any grievances they may have to which they feel entitled to redress. | | | | | | | | | | | | |
| Effective Date: | January 1995 | | | | | | | | | | | | |
| Revised Dates: | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>June 2000</u></td> <td style="text-align: center;"><u>Feb 2001</u></td> <td style="text-align: center;"><u>July 2005</u></td> <td style="text-align: center;"><u>June 2007</u></td> </tr> <tr> <td style="text-align: center;"><u>June 2011</u></td> <td style="text-align: center;"><u>Aug 2014</u></td> <td style="text-align: center;"><u>Sept 2015</u></td> <td style="text-align: center;"><u>June 2016</u></td> </tr> <tr> <td style="text-align: center;"><u>July 2017</u></td> <td style="text-align: center;"><u>June 2018</u></td> <td style="text-align: center;"><u>July 2019</u></td> <td style="text-align: center;"><u>July 2020</u></td> </tr> </table> | <u>June 2000</u> | <u>Feb 2001</u> | <u>July 2005</u> | <u>June 2007</u> | <u>June 2011</u> | <u>Aug 2014</u> | <u>Sept 2015</u> | <u>June 2016</u> | <u>July 2017</u> | <u>June 2018</u> | <u>July 2019</u> | <u>July 2020</u> |
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| <u>June 2011</u> | <u>Aug 2014</u> | <u>Sept 2015</u> | <u>June 2016</u> | | | | | | | | | | |
| <u>July 2017</u> | <u>June 2018</u> | <u>July 2019</u> | <u>July 2020</u> | | | | | | | | | | |
| Responsibility: | Director of Human Resources, Manager of Medical Imaging, Rad Tech Program Coordinator, Program Faculty, Faculty Committee and Students | | | | | | | | | | | | |

PROCEDURE:

| RESPONSIBILITY | ACTIONS: |
|---|--|
| Rad Tech Program Coordinator, Program Faculty, Manager of Medical Imaging, Faculty Committee | <ul style="list-style-type: none"> • If a student has <u>any grievance</u> involving any aspect of the program, they should first make arrangements to discuss the issue with the Rad Tech Program Coordinator • After discussion, Rad Tech Program Coordinator will investigate the matter and arrive at a final decision within three (3) working days. • If after hearing Rad Tech Program Coordinator's decision the student is still dissatisfied, he/she should make arrangements to discuss the matter with the Manager of Medical Imaging who will make a decision within three (3) working days. • If after hearing the Manager of Medical Imaging's decision the student is still dissatisfied, the student must make a written request within three (3) working days to the Rad Tech Program Coordinator for a formal hearing with the Faculty Committee. |

| RESPONSIBILITY | ACTIONS: |
|-------------------|---|
| Faculty Committee | <ul style="list-style-type: none"> • Following the written request by the student, the Faculty Committee |

Director of Human Resources

will meet within three **(3) working days** or at the earliest possible time when all members of the committee can be present.

- The student will be given written notice of the meeting with the date, place and time indicated.
- The student will be given the opportunity to present evidence on the issue involved and may be assisted or represented by individuals of the student's choice at their own expense, including an attorney.
- The student is to notify the Rad Tech Program Coordinator in writing of the names and functions of the individuals who would be present at the meeting.
- The Faculty Committee will render a decision within three **(3) working days** following the meeting. The decision will be based solely on the evidence presented at the meeting and shall include a summary of the evidence presented and the reasons for the decision. All recordings and actions commencing during this process will be documented and kept in the student's file with a copy for the student to keep.
- If the student is still dissatisfied with the decision of the Faculty Committee, the student must make a written request within **three (3) working days** to meet with the Director of Human Resources (the Director of Human Resources is the individual representing an external body) the Director of Human Resources will ensure a decision that is unbiased and impartial, and will render the final decision on the matter. The student will meet with this Director of Human Resources within five **(5) working days** of the written request.
- The student will receive a written notice of the date, time and place of the meeting. The student will have the opportunity to present evidence and may be assisted or represented by individuals of their choice at their own expense, including an attorney.
- The student is to notify the Rad Tech Program Coordinator in writing of the names and functions of the individuals who will be present at the meeting.
- After hearing all the evidence presented by the student and the Faculty Committee, the Director of Human Resources will notify the student of their decision within five **(5) working days**.
- Any explanation of the decision shall be placed in the educational records of the student and shall be maintained by the program officials as part of the education records of the student as long as the record or contested portion there of is maintained by the radiography program. The student will also be given a copy of this explanation for his or her own personal file.
- The decision of the Director of Human Resources is final in the matter

