

Which process to use?

- Use the Nursing Program Appeal Process if the student concern is contesting of a grade assigned for exam, written assignment or other project; or any disagreement relative to a student's academic progress once accepted to the Nursing Program, including but not limited to: exam, HESI or clinical grades; or Assessment Validations, Medication Validations or Dosage Exam Results.
- Student concerns regarding ethical and professional behaviors of staff or faculty; arbitrary application of current College policies by staff or faculty members; and perceived violations by staff or faculty members of accepted rights of students in institutions of higher learning such as the right to free expression, the right to assemble, etc. must use the Carroll Community College Student Complaint Process, or the Gender-Based and Sexual Misconduct Policy and Sexual Misconduct Reporting, Investigation, Decision, Sanctions, and Appeals Policy Procedure in the case of alleged violation of gender-based or sexual misconduct.
- If the complaint involves an alleged violation of the Code of Integrity, the complaint will be reviewed pursuant to College Regulations and Policies: Code of Integrity.

Procedure

The line of communication will be followed as outlined below. It is important to follow this path, so that all appropriate persons are apprised of the situation. All Nursing Program Appeals shall be brought forth and retained in the Nursing Department.

1. Within three (3) business days of receipt of notice of the decision that is in dispute, meet with the instructor or nursing faculty member with whom you have the concern to attempt to resolve the dispute.
2. If resolution is not reached at the Step 1 level, meet with the coordinator of the particular nursing course within three (3) business days of the meeting with the instructor or nursing faculty member to attempt to resolve the dispute.
3. If resolution is not reached at the Step 2 level, the student may formally request a hearing with a panel of nursing faculty by submitting a completed Nursing Program Appeal Form (found on canvas under Nursing Central) to the course coordinator within three (3) business days of the meeting with the course coordinator. The course coordinator will acknowledge the Nursing Program Appeal Form, in writing, within three (3) business days of receipt.
4. Within five (5) business days of receipt of the Nursing Appeal Form, the course coordinator will provide notice of the date, time, and location for the panel hearing to the involved parties and panel members. The hearing will be held within ten (10) business days of the course coordinator's receipt of the Nursing Appeal Form. The panel will be comprised of the Course Coordinator as a facilitator and three full-time teaching nursing faculty. The student will not have any discussion with the panel members prior to the meeting, nor will the panel meet prior to the meeting to discuss the issue. The student will come prepared to fully discuss the issue and present appropriate documentation. The student may bring a support person to accompany the student to Carroll Community College on the day of the hearing; however, they may not be an employee of Carroll Community College or student currently enrolled in the Nursing Program. This person serves as a supportive presence and is not able to participate in any discussion or panel proceedings (they are not included in the room during the discussion). **Please be advised a panel of nursing faculty cannot change policy (such as alter grading scales or permit rounding).** The panel will forward their decision, in writing, to the student no later than three (3) business days after the conclusion of the panel hearing.
5. The student may appeal the decision of the panel in writing to the Nursing Program Director within three (3) business days after receiving the panel's decision. The student will provide **all written documentation pertaining to**



the concern with the written request for an appeal. The Director will fully review all documentation, meet with the student to discuss the situation, and confer with those involved as appropriate. The Director will forward their decision to the student, in writing, within five (5) business days of meeting with the student about the concern in connection with the appeal.

6. The decision of the Nursing Program Director is final, and the appeal is concluded and may not be appealed under any other College policy.



Nursing Program

Nursing Program Appeal Process Flow Chart

