

UNIVERSITY OF WEST GEORGIA
TANNER HEALTH SYSTEM SCHOOL OF NURSING
GRIEVANCE DOCUMENT

Student Name _____ ID Number _____

Students are encouraged to meet informally with the faculty member to discuss concerns directly in an attempt to resolve the issue without further action. Has this meeting occurred between student and faculty member? NO YES DATE _____

If a resolution satisfactory to the student does not result from this direct discussion, and if the student perceives that an unfair, unreasonable, or arbitrary action has occurred, a formal grievance may be initiated. Completion and submission of this document indicates the student wishes to begin the formal grievance policy. Once the process is started, the student has 48 hours to initiate a meeting within each step of the grievance policy.

Student Description of Issue

1. Student – Faculty Discussion
Scheduled Meeting Date:
Actual Meeting Date:
Outcome:

Signature _____
Faculty

Signature _____
Student

2. Course Coordinator Meeting with Student and Faculty Member
Scheduled Meeting Date:
Actual Meeting Date:
Outcome:

Signature _____
Course Coordinator

Signature _____
Student

3. MSN or EdD Program Director Meeting with Student and Faculty Member

Scheduled Meeting Date:

Actual Meeting Date:

Outcome:

Signature _____
MSN or EdD Program Director

Signature _____
Student

4. Associate Dean, Tanner Health System School of Nursing Meeting with the Student

Scheduled Meeting Date:

Actual Meeting Date:

Outcome:

Signature _____
Associate Dean, THS School of Nursing

Signature _____
Student

5. Dean, Tanner Health System School of Nursing Meeting with the Student

Scheduled Meeting Date:

Actual Meeting Date:

Outcome:

Signature _____
Dean, Tanner Health System School of Nursing

Signature _____
Student