

Student Grievance Procedure

The following is the procedure that a student may follow if he/she believes that there is information pertaining to or contained in his or her education record that is inaccurate, misleading, or violates the privacy or other rights of the student:

1. If the questionable information concerns an academic grade received in didactic class work, the student should first talk with the instructor to discuss the grade in question as soon as the error is recognized. The student must present his/her concerns before the completion of the next scheduled class. The instructor will respond within one week.
2. If the questionable information pertains to a clinical evaluation/issue the student should first speak with the Clinical Preceptor in an attempt to rectify the discrepancy as soon as possible or within one week of the issue. The Clinical Preceptor will respond within one week.
3. If the student is still dissatisfied, the student should meet with the Clinical Coordinator within one week to discuss the issue. The Clinical Coordinator will respond within one week.
4. If the issue remains unresolved, the student should then make an appointment to discuss the matter with the Radiography Program Director. The student should contact the Program Director within one week of receiving the response from the instructor in the case of an academic question or the Clinical Coordinator in the case of a clinical question. The Program Director will investigate the situation and arrive at a final decision within a reasonable period of time not to exceed 2 weeks.
5. If the issue is still not resolved, please follow the Appeal Process stated in the RCSJ Student Handbook.

Students are to comply with the following procedures included in the College Student Handbook and Catalog.

- Student Conduct Code
- Academic Honesty
- Prohibited Conduct
- Disciplinary Sanctions
- Student Grievance Procedure
- Student Judiciary Committee
- Student Due Process