

## **GRIEVANCE PROCEDURE FOR HAMPTON UNIVERSITY STUDENTS**

### **STEP ONE: START AT THE SOURCE OF THE PROBLEM**

- A) Schedule a conference with the instructor of the course.
- B) Be prepared to discuss issues of concern clearly. Do not speculate.
- C) Proceed to the next level of authority if the problem or concern is not resolved.

### **STEP TWO: SCHEDULE A CONFERENCE WITH ACADEMIC ADVISOR.**

Repeat steps B and C as stated in Step One.

### **STEP THREE: SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT. (UNDERGRADUATE STUDENTS: SEE THE UNDERGRADUATE NURSING EDUCATION DEPARTMENTAL CHAIRPERSON IN THE SCHOOL OF NURSING. GRADUATE STUDENTS: SEE THE GRADUATE NURSING EDUCATION DEPARTMENTAL CHAIRPERSON)**

Repeat steps B and C as stated in Step One.

### **STEP FOUR: SCHEDULE A CONFERENCE WITH THE ASSISTANT DEAN FOR ACADEMIC AFFAIRS OF THE SCHOOL OF NURSING.**

Repeat steps B and C as stated in Step One.

### **STEP FIVE: SCHEDULE A CONFERENCE WITH THE DEAN OF THE SCHOOL OF NURSING.**

Repeat steps B and C as stated in Step One.

### **STEP SIX: SCHEDULE A CONFERENCE WITH THE SCHOOL OF NURSING GRIEVANCE COMMITTEE (You will be notified of the day and time).**

### **STEP SEVEN: SCHEDULE A CONFERENCE WITH THE PROVOST OF HAMPTON UNIVERSITY.**

Repeat steps B and C as stated in Step One.

NOTE: If steps one through six have been omitted, the Provost will refer the case back to the step that was omitted.

Hampton University has policies which have been established to resolve student problems and issues in a fair and impartial manner. Our most important business is to help students learn while maintaining high academic and ethical standards.

**Source: (Modified) Hampton University Academic Catalog.**

**HAMPTON UNIVERSITY  
SCHOOL OF NURSING  
STUDENT GRIEVANCE PETITION PROCESS FORM**

**DIRECTIONS FOR SUBMISSION OF GRIEVANCE PETITION:**

Grievance Petition forms are available in the School of Nursing's Office of Student Academic Support Services, located in William Freeman Hall Room 125.

The entire student section, including your reason for petition, must be returned to the Office of Student Academic Support before it can be reviewed. The signature page must be submitted to the Office of Student Academic Support personnel after you have met with the course instructor, academic advisor, and departmental chairperson. Meeting with course instructor(s) is only required if your grievance petition involves a course.

**1. STUDENT SECTION:** The entire student section of the petition form must be completed before it may be distributed and prior to scheduling any appointments to discuss your grievance. The student section is comprised of:

1. Student Data
2. Purpose of Petition
3. Reason for Petition (Short explanation of petition, including supportive rationale)

**2. FACULTY/ACADEMIC ADVISOR COMMENTS:** The Office of Student Academic Support Services will request and obtain comments after the "student section" has been submitted in its entirety.

**3. FACULTY (COURSE INSTRUCTOR) COMMENTS:** If the petition involves a specific Hampton University School of Nursing course, the instructor(s) teaching the course will be notified and asked to complete the "Faculty Comments Section". The Office of Student Academic Support Services personnel will request and obtain faculty comments after the "student section" has been submitted in its entirety.

**4. UNDERGRADUATE OR GRADUATE NURSING EDUCATION CHAIRPERSON:** The Office of Student Academic Support Services personnel will request comments after the "student section" has been submitted in its entirety.

**5. ASSISTANT DEAN FOR ACADEMIC AFFAIRS:** The Office of Student Academic Support Services personnel will request and obtain the Assistant Dean's comments after the "student section" has been submitted in its entirety and all previous comments have been received.

**6. DEAN FOR THE SCHOOL OF NURSING: :** The Office of Student Academic Support Services personnel will request and obtain the Dean's comments after the "student section" has been submitted in its entirety and all previous comments have been received.

**HAMPTON UNIVERSITY  
SCHOOL OF NURSING  
STUDENT GRIEVANCE PETITION PROCESS FORM**

**Petition for Grievance of Academic Regulations in the School of Nursing**

- 1. Student Section:** The entire student section of the petition form must be completed and returned to the Office of Student Academic Support Services personnel prior to scheduling your first meeting to discuss your grievance.

Date \_\_\_\_\_ BS RN-BS LPN-BS RN-MS MS PhD

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Do you wish to be present at this meeting? Yes No Yes, but unable to attend because...

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**PURPOSE OF PETITION:**

( ) **Grievance of Academic Regulations.** Please state request if not listed below. Use additional paper and attach all documents if necessary.

A grade less than 78 in a nursing course.

Dismissal from the major

Separation from the major as a result of a second grade less than 78 in a nursing course.

( ) **Hearing for readmission after separating with**

WP

WF

( ) **Readmission into the School of Nursing**

( )  **Other. Please state:** \_\_\_\_\_

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**HAMPTON UNIVERSITY  
SCHOOL OF NURSING  
STUDENT GRIEVANCE PETITION PROCESS FORM**

**Name** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

**1. Student Section (cont'd):**

**Short explanation of petition, including supportive rationale (Use additional pages if necessary)**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HAMPTON UNIVERSITY  
SCHOOL OF NURSING  
STUDENT GRIEVANCE PETITION PROCESS FORM**

**Name** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

**1. Student Section (cont'd):**

**Short explanation of petition, including supportive rationale (Use additional pages if necessary)**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HAMPTON UNIVERSITY  
SCHOOL OF NURSING  
STUDENT GRIEVANCE PETITION PROCESS FORM**

**Name** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

**1. Student Section (cont'd):**

**Short explanation of petition, including supportive rationale (Use additional pages if necessary)**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HAMPTON UNIVERSITY  
SCHOOL OF NURSING  
GRIEVANCE PETITION SIGNATURE PAGE**

Please remember to follow the grievance procedure instructions that follow, which were obtained from the Hampton University Undergraduate Academic Catalog.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

**START AT THE SOURCE OF THE PROBLEM**

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Course Instructor's Signature \_\_\_\_\_

**SCHEDULE A CONFERENCE WITH THE ACADEMIC ADVISOR**

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Faculty/Academic Advisor's Signature \_\_\_\_\_

**SCHEDULE A CONFERENCE WITH THE ADMINISTRATIVE HEAD OF THE DEPARTMENT OR ACADEMIC UNIT (UNDERGRADUATE STUDENTS MEET WITH THE UNDERGRADUATE NURSING EDUCATION DEPARTMENT CHAIRPERSON. GRADUATE STUDENTS MEET WITH THE GRADUATE NURSING EDUCATION DEPARTMENT CHAIRPERSON)**

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Department Chairperson's Signature \_\_\_\_\_

**SCHEDULE A CONFERENCE WITH THE ASSISTANT DEAN FOR ACADEMIC AFFAIRS OF THE SCHOOL OF NURSING**

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Assistant Dean's Signature \_\_\_\_\_

**HAMPTON UNIVERSITY  
SCHOOL OF NURSING  
GRIEVANCE PETITION SIGNATURE PAGE (CONTINUED)**

Please remember to follow the grievance procedure instructions that follow, which were obtained from the Hampton University Undergraduate Academic Catalog (2018-2020).

**Name** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

**SCHEDULE A CONFERENCE WITH THE DEAN OF THE SCHOOL OF NURSING**

**Date** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

**Dean's Signature** \_\_\_\_\_

**UNDERGRADUATE STUDENT'S SCHEDULE A CONFERENCE WITH THE GRIEVANCE COMMITTEE**

**Date** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

**Grievance Committee Chair** \_\_\_\_\_

**IF NEEDED UNDERGRADUATE STUDENTS MAY SCHEDULE AN APPOINTMENT WITH THE PROVOST OF THE UNIVERSITY**

Reminder: If steps one through six of the grievance process have been omitted, the Provost will refer the case back to the School of Nursing.