

UPMC Jameson  
**School of Radiography**  
 Policy & Procedure

<b>Policy (RT-37):</b>	Due Process for Grievance																
<b>Standard:</b>	The Program standard for the handling of the Due Process Procedure for students.																
<b>Purpose:</b>	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.																
<b>Effective Date:</b>	January 1995																
<b>Revised Dates:</b>	<table border="0" style="width: 100%;"> <tr> <td><u>June 2000</u></td> <td><u>Feb 2001</u></td> <td><u>July 2005</u></td> <td><u>June 2007</u></td> </tr> <tr> <td><u>June 2011</u></td> <td><u>Aug 2014</u></td> <td><u>Sept 2015</u></td> <td><u>June 2016</u></td> </tr> <tr> <td><u>July 2017</u></td> <td><u>June 2018</u></td> <td><u>July 2019</u></td> <td><u>July 2020</u></td> </tr> <tr> <td><u>March 2021</u></td> <td></td> <td></td> <td></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>	<u>March 2021</u>			
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<u>March 2021</u>																	
<b>Responsibility:</b>	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"> <li>• 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</li> <li>• After discussion, Rad Tech Program Coordinator will investigate the matter and arrive at a final decision within three (3) working days.</li> <li>• 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.</li> <li>• 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.</li> </ul>



	explanation for his or her own personal file.
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- The decision of the Director of Human Resources is final in the matter