085	UPMC Jameson School of Radiography Policy & Procedure
Policy (RT-37 <u>)</u> :	Due Process for Grievance
Standard:	The Program standard for the handling of the Due Process Procedure for students.
Purpose:	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.
Effective Date:	January 1995
Revised Dates:	June 2000Feb 2001July 2005June 2007June2011Aug 2014Sept 2015June 2016July 2017June 2018July 2019July 2020March 2021Herein 2021Herein 2021Herein 2021
Responsibility:	Director of Human Resources, Manager of Medical Imaging, Rad Tech Program Coordinator, Program Faculty, Faculty Committee and Students

PROCEDURE:

RESPONSIBILITY
Rad Tech Program Coordinator, Program Faculty, Manager of Medical Imaging, Faculty Committee
Coordinator, Program Faculty, Manager of Medical Imaging,

 will meet within three (3) working days or at the earliest possible time when all members of the committee can be present. The student will be given written notice of the meeting with the date place and time indicated. The student will be given the opportunity to present evidence on the issue involved and may be assisted or represented by individuals of the student's choice at their own expense, including an attorney. The student is to notify the Rad Tech Program Coordinator in writing of the names and functions of the individuals who would be present at the meeting. The Faculty Committee will render a decision within three (3) working days following the meeting. The decision will be based solely on the evidence presented at the meeting and shall include a summary of the evidence presented and the reasons for the decision All recordings and actions commencing during this process will be documented and kept in the student's file with a copy for the student to keep. If the student is still dissatisfied with the decision of the Faculty 	RESPONSIBILITY	ACTIONS:
 Director of Human Resources (3) working days to meet with the Director of Human Resources (the Director of Human Resources is the individual representing an external body) the Director of Human Resources will ensure a decision that is unbiased and impartial, and will render the final decision on the matter. The student will meet with this Director of Human Resources within five (5) working days of the written request. The student will receive a written notice of the date, time and place of the meeting. The student will have the opportunity to present evidence and may be assisted or represented by individuals of their choice at their own expense, including an attorney. The student is to notify the Rad Tech Program Coordinator in writing of the names and functions of the individuals who will be present at the meeting. After hearing all the evidence presented by the student and the Faculty Committee, the Director of Human Resources will notify the student of their decision within five (5) working days. Any explanation of the decision shall be placed in the educational records of the student and shall be maintained by the program 	Faculty Committee	 Following the written request by the student, the Faculty Committee will meet within three (3) working days or at the earliest possible time when all members of the committee can be present. The student will be given written notice of the meeting with the date, place and time indicated. The student will be given the opportunity to present evidence on the issue involved and may be assisted or represented by individuals of the student's choice at their own expense, including an attorney. The student is to notify the Rad Tech Program Coordinator in writing of the names and functions of the individuals who would be present at the meeting. The Faculty Committee will render a decision within three (3) working days following the meeting. The decision will be based solely on the evidence presented at the meeting and shall include a summary of the evidence presented and the reasons for the decision. All recordings and actions commencing during this process will be documented and kept in the student's file with a copy for the student to keep. If the student is still dissatisfied with the decision of the Faculty Committee, the student must make a written request within three (3) working days to meet with the Director of Human Resources (the Director of Human Resources is the individual representing an external body) the Director of Human Resources will ensure a decision on the matter. The student will meet with this Director of Human Resources within five (5) working days of the written request. The student will receive a written notice of the date, time and place of the meeting. The student will have the opportunity to present evidence and may be assisted or represented by individuals of their choice at their own expense, including an attorney. The student will receive a written notice of the date, time and place of the meeting. After hearing all the evidence presented by the student and the Faculty Committee, the Director of Human Resources

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