

School of Radiography

Policy & Procedure

**Policy (RT-37):** 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 2000    Feb 2001    July 2005    June 2007  
June 2011    Aug 2014    Sept 2015    June 2016  
July 2017    June 2018    July 2019    July 2020  
March 2021    June 2024    May 2025

**Responsibility:** Director of Human Resources, Manager of Medical Imaging, Rad Tech Program Director, Program Faculty, Faculty Committee and Students

PROCEDURE:

RESPONSIBILITY	ACTIONS:
Rad Tech Program Director, 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 Director</li> <li>• After discussion, Rad Tech Program Director will investigate the matter and arrive at a final decision within three (3) working days.</li> <li>• If after hearing Rad Tech Program Director’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 Director for a formal hearing with the Faculty Committee.</li> </ul>



record or contested portion thereof is maintained by the radiography program. The student will also be given a copy of this explanation for his or her own personal file.

- The decision of the Director of Human Resources is final in the matter