	Howard University College of Nursing and Allied Health Sciences Department of Physician Assistant	<i>Policy Number</i>	PHAS - 014
		<i>Effective Date</i>	08/01/2022
Howard University College of Nursing and Allied Health Sciences	Student Grievances and Appeals Policy (A3.15g)		

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I. PURPOSE

To establish the process for student academic grievances and the process of appeal.

II. POLICY

It is the practice and procedure of the Howard University Physician Assistant Department to provide a fair process for students to submit grievances that are consistent with University practices.


III. DEFINITIONS

NA

IV. PROCEDURES

The Informal Process

1. A physician assistant student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g., grade dispute with the instructor.
2. If the physician assistant student is unable to resolve the dispute with the primary party of the dispute, then the student is advised to seek the intervention of the didactic or clinical education coordinator.
3. If unable to be resolved at this level, the student should next seek intervention of his or her department chairperson.
4. All disputes which are not resolved at the departmental level are then brought to the Dean's Office, whereupon the Dean or his designee (Associate Dean for Academic Affairs) will seek to reach an informal resolution through mediation between the


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parties.

5. If the mediation at the Dean’s level fails, then the student’s grievance is not consigned to the Student Grievance Committee to address student grievances.

The Formal Process

1. Student grievances which are consigned to the Student Grievance Committee must be specified in writing and given to the Dean or his designee by the Student.
2. A student’s written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.
3. The second party to the dispute is also requested to provide the Office of the Dean with his or her account of the matter in dispute which becomes a part of the case document that is forwarded to the committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter which informs him or her of the charges, and date of the meeting as well as a statement requesting his or her presence.
6. During the hearing, the student presents his/her case; after, the accused party can present the other side. Each side is permitted to have up to 4 witnesses.
7. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved. The Committee can invite the department chairperson or designee, to explain departmental policy as it may pattern to the grievance.
8. The committee’s decision is sent to the Dean of the School/College in the form of a recommendation.

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9. The Dean then informs the student in writing of the decision, which may be based upon the committee’s recommendation or upon a modification of it.

Procedures for Student Non-Academic Grievances

1. Non-academic grievances may be discussed with the students’ advisor or the chairman of the Department.
2. The academic advisor and the chairman may meet to help resolve the grievance.

All student grievances (informal or formal) must be accompanied by a completed Student Grievance/Complaint Form. ([HUPA Student Grievance Form.pdf](#))