

Mercer County Community College
Division of Health Professions
Nursing Program

Student Concerns

Purpose: To ensure proper procedures are followed for a student that reports a course related issue or concern. Students appealing a grade, academic or administrative decision of the nursing program must follow the Grade Appeal policy in the MCCC student handbook.

Procedure:

1. The student must first make an appointment to review the issue with the faculty for the course in which they have an issue. The student must provide a written summary of the concerns, including any supporting documentation. The summary should be provided to the faculty prior to the meeting so the faculty can review the concerns.
2. After the completion of the appointment, the faculty will complete a summary of the discussion and any actions taken, if any. The summary will be electronically sent to the student and the nursing office within seven business days.
3. If the student is dissatisfied with the outcome of the appointment with the faculty, the student must make an appointment to review the issue with the course coordinator. If the course coordinator is the faculty member, provide to the next step. The student must provide a written summary of the concerns, including any supporting documentation prior to the meeting.
4. After the completion of the appointment, the course coordinator will complete a summary of the discussion and any actions taken, if any. The summary will be electronically sent to the student and the nursing office within seven business days.
5. If the student is dissatisfied with the outcome of the appointment with the faculty, the student must make an appointment to review the issue with the Director of Nursing Education. The student must provide a written summary of the concerns, including any supporting documentation prior to the meeting.
6. After the completion of the appointment, the Director of Nursing Education will complete a summary of the discussion and any actions taken, if any. The summary will be electronically sent to the student within seven business days.
7. If the student is dissatisfied with the outcome of the appointment with the faculty, the student must make an appointment to review the issue with the Dean of Health Professions. The

student must provide a written summary of the concerns, including any supporting documentation prior to the meeting.

8. After the completion of the appointment, the Dean of Health Professions will complete a summary of the discussion and any actions taken, if any. The summary will be electronically sent to the student within seven business days.
9. For any meeting to discuss a student concern, students may request the aid of their faculty advisor, success coach, or other college employee to assist in presenting a professional concern.

Effective Date: April 1, 2012

Revised Date: January 2014, October 2014, May 2018

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

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Director of Nursing Education