

Mercer County Community College
Division of Math, Science and Health Professions
Nursing Program

STUDENT ISSUE POLICY FOR NURSING

Purpose: To ensure proper procedures are followed for a student that reports an issue or concern in a nursing course or a student appealing an academic or administrative decision of the nursing program.

Procedure:

A student who has an issue or appeal of an academic or administrative decision of the nursing program must follow the steps outlined below when attempting to resolve the issue or appeal the decision. The student is required to use the Student Concern Reporting Form.

STEP 1

The student must first make an appointment to review the issue with the instructor/course coordinator for the course in which they have an issue. The course coordinator will complete a summary of the discussion and any actions taken, if any, then sign and return the form to the student.

If the student is dissatisfied with the outcome of this step, they proceed to Step 2.

STEP 2

The student must make an appointment to review the issue with the Director of Nursing Education. The student must provide the Student Concern Reporting form to the Director during this meeting. The Director will review the information provided. Once the student has completed meeting with the Director, the Director will provide a summary of the discussion and actions taken, if any, sign the form and return it to the student.

If the student is dissatisfied with the outcome of this step, they proceed to Step 3.

STEP 3

The student must make an appointment to review the issue with the Dean of Math, Science and Health Professions. The student must provide the Student Concern Reporting form to the Dean during this meeting. The Dean will review the information provided. Once the student has completed meeting with the Dean, the Dean will provide a summary of the discussion and actions taken, if any, sign the form and return it to the

student. If the student is dissatisfied with the outcome of this step, they proceed to Step 4.

STEP 4

The student must now follow the grade appeal policy as outlined in the MCCC Student Handbook. Should a student prefer not to meet with the Director of Nursing and/or Dean of Math, Science and Health Professions (Steps 2 & 3), the student is required to follow the Grade Appeal Policy as outlined in the Student Handbook.

Effective Date: April 1, 2012

Revised Date: January 2014

Approved by:

, Acting Director