1. Record those present:
   A. Committee Members
   B. Involved Parties
   C. Others

2. Hearing will be closed unless involved parties previously agree to an open meeting.

3. The Chair will inform all present that the hearing is being audio-recorded as required by policy.

4. The Chair will state purpose of meeting.

“The purpose of this meeting is to hear an appeal of an academic circumstance for which an academic grievance has been submitted.

This appeal has been brought by ____________________________, (name),
a student in the Department of Nursing in the College of Nursing & Professional Disciplines. He/she is appealing ____________________________ (state appeal, including date/semester of occurrence).

5. For the record, the Chair will state what materials have been distributed prior to this meeting the committee’s review and discussion.

6. The Chair will state the meeting format:

   A. The first part of the meeting is to obtain information on the related factors and aspects of the appeal. It is an informal yet objective process. This is not a disciplinary hearing, legal proceeding, nor courtroom process.
      1. The student will present his/her perspective.
      2. The faculty member, committee or administrator will present his/her perspective.

      Neither the student, involved parties, nor other advisors will have the right to question the other.

   B. The committee members then will be allowed to ask questions of all parties in its attempt to achieve an understanding of the issue(s).

   C. Deliberation: All except the committee members will be excused and the audio-recording will be stopped. The committee will deliberate and render a decision. The student and the other involved parties will be notified in writing of the decision within 5-7 business days.

   A copy of the Committee’s decision will be sent to the Dean. All grievance and hearing documents as well as the audio-recording shall be submitted to the Office of Student Services to be placed in a sealed envelope in a special appeals file.

Approved by Nursing Faculty 2/26/16, R 12/09/16; R 01/17/18
Approved by Undergraduate Council R 02/12/16

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