Bemidji School of Nursing Grievance Process

Discuss the grievance with the appropriate course faculty.

A learner will be allowed to appeal based only on; (a) the evidence presented did not support the decision, (b) there is new information that wasn’t considered in the case, or (c) the sanctions were not justified by the nature of the offense(s). This is in alignment with MnSCU policy.

A Learner Grievance Appeal form is required and should be emailed to a Student Admission, Progression and Concerns Committee (SAPC) member. This form can be found at the Bemidji School of Nursing (SON) Website under grievance appeals. The request will include; (a) description of the request in 500 words or less, (b) justification for the request, and (c) any documentation necessary to support the justification (catalog description, course content, resource manual/handbook, School of nursing website, etc.).

The Learner Grievance Appeal Form must be submitted within the first 6 weeks after receiving the incidence, allowing 6 weeks for a response from the committee.

Appeals filed during summer session will be reviewed as determined necessary by SAPC chairs.

A review of the appeals will occur at the next scheduled meeting after the appeal has been formally filed. Students will be emailed the date and time of the meeting. Students will have 48 hours to either state they will accept or decline attendance at the meeting. In the event a student chooses to attend the meeting, they will have five minutes during the meeting to present their appeal. The student will receive a formal letter describing the decision of the committee. The faculty and student advisor involved in the appeal and the Dean will receive a copy of the committee’s decision.

If the student still has concerns regarding their appeal after the SAPC committee has made their appeal decision, it is then the student’s responsibility to present their appeal/concern to the Dean.

If the student still has concerns regarding their appeal after the Dean has made an appeal decision, it is the student’s responsibility to follow the appropriate University petition process.