

## Virginia Tech Carilion School of Medicine (VTCSOM)

**Statement:** Non-Academic Grievance  
**Subject:** Student Affairs  
**Administrator:** A. Knight  
**Rev.:** 2  
**Original date:** 9/1/2010  
**Revision dates:** 12/8/2016

### 1 Policy

VTC students have the right to due process involving grievance and appeals procedures for non-academic grievances. A non-academic grievance could include a concern regarding administrative policies, procedures, regulations or requirements of the school or of a school program, service or activity. All students have the opportunity to informally discuss non-academic grievances with the Associate Dean for Student Affairs if they so request. This should be the first step prior to initiating any formal non-academic grievance process. The student may also elect to consult the Ombudsperson about their concern. Any student who has a non-academic grievance which they feel has not been sufficiently resolved during a conversation with the Associate Dean for Student Affairs should follow the steps listed below to have his or her grievance addressed.

### 2 Procedures

- A. Submit the details of the grievance in writing to the Associate Dean for Student Affairs. Then make an appointment with the Associate Dean for Student Affairs to discuss the grievance and request relief from that person.
- B. If the grievance is not resolved to the student's satisfaction at the Associate Dean for Student Affairs level, the student may request a review of the grievance by the MSPPC. The grievance must be made in writing to the Chair of the MSPPC. The MSPPC will consult with all parties significantly involved in the grievance, document its findings, and make a decision. Copies of the decision will be forwarded to all principle parties.
- C. If the grievance is not resolved at the MSPPC level, the student may appeal the decision to the Dean. The decision of the Dean is the final step in the non-academic grievance process.

No student will be subject to unfair action or treatment by the administration or faculty of VTCSOM as a result of the initiation of a complaint. The proceedings of the MSPPC are confidential and any discussion of the proceedings or the facts revealed, outside of the committee meeting, is a violation of the student's right to privacy. All violations of the student's right to privacy will be viewed as unprofessional and subject to disciplinary action as such.