



Nursing Education 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. For any meeting to discuss a student concern, students may request the aid of their faculty advisor, academic advisor, or other college employee to assist in presenting a professional concern.
2. Students appealing a grade must follow the Grade Appeal policy in the MCCC student handbook.
3. For all other issues, the following procedure should be followed:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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 Science, Health

- Professions, and Nursing. The student must provide a written summary of the concerns, including any supporting documentation prior to the meeting.
- f. After the completion of the appointment, the Dean of Science, Health Professions, and Nursing 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.

Effective Date: April 1, 2012; Revised Date: May 2026

Approved by:

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

Elizabeth A. Mizerek, PhD, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Dean of Science, Health Professions, and Nursing