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NEW YORK CITY COLLEGE OF TECHNOLOGY
Department of Radiologic Technology & Medical Imaging

DUE PROCESS POLICY AND PROCEDURES

The purpose of the Due Process Procedure is to adhere to the issues of a grade appeal complaint or grievance and to provide students with a procedure for addressing complaints.

The following applies to all Radiologic Technology & Medical Imaging students.

Appealing a Final Grade

A student who wishes to appeal a final grade in a RAD course should initiate the process by referring to the College Catalog for complete instructions regarding the process of appealing a final grade.

Complaint/Grievance

Radiography students have a right to file a complaint/grievance concerning any incident that they feel undermines their educational pursuit at New York City College of Technology.

To file a complaint or grievance other than an academic grade appeal, the student should:

- Step 1. If the complaint is against a faculty member or clinical member, the student is encouraged to promptly make an appointment with the faculty member to resolve the complaint or grievance.
- Step 2. If the issue is not resolved, the student may file a written complaint with the department chairperson or clinical coordinator or make an appointment with the department chairperson or clinical coordinator within one week to discuss the issue.
- Step 3. The department chairperson will consult with the faculty to discuss the complaint or grievance and try to resolve the issue within two weeks.
- Step 4. If the issue cannot be resolved the student has the right to file a complaint with the Office of the Vice President for Enrollment and Student Affairs.

(Refer to Policy on Student Complaints, in the College Catalogue. The complaint must be filed on the Titled Complaint/Incident Form within 30 calendar days.

Clinical Affiliate

1. A student who has a grievance may take action in the following sequence:
 - 1.1 Discuss the issue with the clinical instructor and individual involved and seek a resolution of the problem.
 - 1.2 If a mutually satisfactory understanding has not been reached, the student may request a meeting with the appropriate clinical affiliate supervisor within five (5) days of the initial meeting. This meeting should involve the supervisor, the clinical faculty member and the student.
 - 1.3 The clinical instructor will submit a report to the clinical coordinator or the chairperson within five (5) days of the conclusion of the meeting.
 - 1.4 The chairperson and clinical coordinator will meet the student to deliver if further investigation is needed. The matter should be concluded within three (3) weeks.