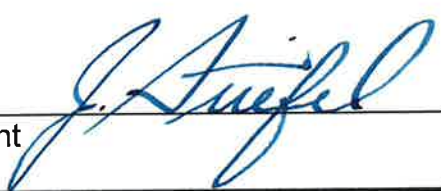




National University of Health Sciences General Policies

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Date Adopted: 10/01/87	Date(s) Revised:	12/27/91, 1/02/99, 08/30/17		
President 	Date	08-30-17		

POLICY STATEMENT

National University of Health Sciences (NUHS) is committed to addressing non-academic complaints (grievances) as soon as possible. NUHS will make every effort to resolve all complaints (grievances) within 60 days of receipt, when possible.

Types of Grievances and Disposition

1. Student complaints (grievances) alleging discrimination on the basis of race, color, religion, sex, gender, sexual orientation (including gender identity), age, national origin, citizenship status, genetic information, marital status, parental status, disability, status as a veteran, or any other status protected by state and/or federal law is prohibited at NUHS and will be under the purview of the NUHS Non-Discrimination and Anti-Harassment Policy.
2. Student complaints (grievances) of an academic nature should be directed to either the Dean of the College of Professional Students (Illinois or Florida, depending on the site the student is attending) or the Dean of the College of Allied Health Sciences.
3. Student complaints (grievances) against another student should be reported to the Dean of Students.

Informal Resolution Process

A student may elect to pursue an informal resolution by providing the Dean of Students with a written statement requesting informal resolution. Informal resolution provides an opportunity for the student to confront the other party, if desired, in the presence of, and facilitated by, the Dean of Students, and to communicate his/her feelings and perceptions regarding the incident, the impact of the incident, and his/her wishes and expectations regarding the desired outcome. The other party will have an opportunity to respond.

NUHS or the student may, at any time prior to the conclusion of the informal resolution, elect to end such proceedings and initiate a formal resolution process. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the formal resolution process.

If during the course of the informal resolution process, the opposing party elects to acknowledge his/her actions and take responsibility for the alleged discrimination and/or harassment, the informal resolution will be concluded and the Dean of Students will propose a sanction within two (2) business days of the meeting. If both the complaining party and opposing party agree to such proposed sanction, the complaint will be resolved without any further rights of appeal by either party.

If either the complaining party or opposing party object to the proposed sanction, either party will have the opportunity to request the formal resolution process be implemented.

Formal Resolution Process

A student may elect to pursue a formal resolution of the complaint by submitting, in writing, a request for a formal resolution to the Vice President for Administrative Service within five (5) business days of the decision of the Dean of Students. The complaint will be heard by the Vice President for Administrative Services.

The Vice President for Administrative Services will conduct an investigation limited to the following issues:

- 1) To determine whether the informal resolution process was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party reasonable opportunity to prepare and present evidence that this policy was violated, and giving the opposing party reasonable opportunity to prepare and present a rebuttal of those allegations.
- 2) To determine whether the sanction(s) imposed were appropriate for the violation the opposing party was found to have committed.

- 3) To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original investigation, because such evidence and/or facts were not known at the time of the informal resolution process investigation.

The Vice President for Administrative Services decision is final and shall be transmitted in writing to the all parties involved within 5 (five) business days. Notice of the decision and the resulting status shall also be transmitted to the appropriate NUHS authorities (Dean of Students, Dean of relevant College, etc.). All parties will be directed to share the information only on a need to know basis.

Retaliation:

No person, including parties and witnesses, exercising his/her rights under this policy or participating in the procedures provided by this policy shall be subject to retaliation or threat of retaliation as a result thereof. Refer to the NUHS Non-Retaliation Policy for additional details.