

**Purdue University
School of Nursing
Procedure for Resolving Student/Faculty Course Conflicts**

Conflict should be resolved where the conflict originates, if possible, and this Conflict Resolution Form reflects that philosophy. At any step, you may be asked to meet any and all of the faculty you have spoken with already; for example, instructor, course coordinator, and level coordinator. The attached form needs to be taken with you during each step of the process. (After each step, add all comments to the attached form, obtain signatures, and date the form. If more space is needed use the back of the sheet or attach another sheet.)

It is encouraged that conflicts be resolved in the following manner:

- Step 1: Schedule an appointment to talk with the professor of the course or the course coordinator if applicable. Meet with the professor and obtain signatures on the Conflict Resolution Form. If the conflict cannot be resolved at this level, proceed to step 2. If the differences are resolved, the process is concluded.
- Step 2: Schedule an appointment with the Program Director (if different than instructor). Meet with the Program Director and obtain signatures on the Conflict Resolution Form. If conflict cannot be resolved at this level, proceed to step 3. If differences are resolved, the process is concluded.
- Step 3: Schedule an appointment with the Director of Graduate Programs. Meet with the appropriate administrator and obtain signatures on the Conflict Resolution Form. If the conflict cannot be resolved at this level, proceed to step 4. If differences are resolved, the process is concluded.
- Step 4: Schedule an appointment with the Head or Associate Head of the School of Nursing. Meet with the appropriate administrator and obtain signatures on the Conflict Resolution Form.

The completed form will be kept in the student's file.

