



APPEAL POLICY FOR STUDENT NURSES

According to University guidelines, an appeal is a request to deviate from an existing policy (Admission Policy, Progression Policy/Course Repeat, Suspension/Probation). All requests for appeals are to be sent to the College of Nursing's Undergraduate Academic Standing Committee through the Undergraduate Program Office. Due process is followed in the appeal procedure. Submitting an appeal does not mean that the appeal will be granted.

Appeal Procedure

1. Student submits an appeal form to the Undergraduate Program Office (see form in *Student Handbook on the next* page and CON website under *Academic Policies*).
2. If the appeal concerns a grade of C- or lower in a core nursing course, faculty must complete the *Faculty Recommendation for Appeals* form. The student should follow up with the undergraduate program office (424-1028) to be certain the faculty form has been submitted before the deadline. **(See deadlines below.)**
3. It is a student's right to address the Academic Standing Committee regarding the appeal. If a student would like to do so, it is necessary to contact the Undergraduate Program Assistant for an appointment to address the committee at their next scheduled meeting.
3. Upon careful consideration of the appeal **and any associated faculty recommendations** submitted, the Undergraduate Academic Standing Committee votes to approve or deny the request. The student will be notified **by mail of the final decision.**

In general, the Academic Standing Committee meets monthly during the academic year; therefore, appeals may be submitted any time during the 14-week semester. Appeals for course failures (appeal for readmission due to a grade of C- or lower in a core nursing course) MUST be submitted no later than the following dates to be considered for course repeat in the following semester.

Latest deadlines for submitting appeal materials are:

Fall Term

Appeals due by Friday of Week 1 of the January Interim.

Spring Term

Appeals due by Friday of Week 2 of the May Interim.

Undergraduate Academic Standing Committee meetings to consider appeals will be held during interim after the deadlines listed above. Contact the undergraduate program assistant for the meeting dates and to schedule an appointment, if desired.

Appeals received after the semester deadline will be reviewed in the following semester according to the Academic Standing Committee meeting schedule.

Approved by Faculty 12/14/07
Revised 11/07 pending approval
Approved by Academic Standing Committee 1/17/07
Updated 07/09



College of Nursing

STUDENT APPEAL FORM

Date _____
Name _____
Permanent Address _____
 Phone _____
Local address _____
 Phone _____
Email _____
Student ID _____

I. State reason for your appeal (be specific).

II. Provide reasons and evidence to support your appeal (be specific).** Include self-evaluation as related to appeal.

Signature _____

* Must be typed in 12-point font, two-page limit.

**If you have received an unsatisfactory course grade, document what measures you will take to ensure your success in the future.

Approved by Faculty 12/14/07

Revised 11/07

Approved by Academic Standing Committee 1/17/07

Approved by CON faculty 2/16/07