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Policy Title: Academic Dismissal and Appeal

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Students must meet the respective grading policy for the program in which they are enrolled [Grading policies for the masters program are found in G5670; grading policies for the doctoral programs are found in D7610 (PhD), D8105 (BSN-DNP), and D8040 (DNP); the grading policies for the undergraduate program are found in U3670].

### **Procedure**

If a student does not meet academic criteria for progression in a program, the Office of Student Affairs will send a letter informing the student of the deficiency and that dismissal is required pursuant to the appropriate grading policy, with a copy to the Office of the Dean. If the student wishes to appeal the application of the grading policy resulting in dismissal, the student must submit a written request to appeal the dismissal within five business days of receipt of the notification letter, attaching supporting documentation, to the Office of Student Affairs Assistant Dean who then presents the appeal to the appropriate council for a decision (Baccalaureate Council, Masters Council, Doctor of Nursing Practice Council, or PhD Council). The Councils are standing committees of the Cizik School of Nursing that assist with decision making and implementation of policies concerning the admission, readmission, progression, and graduation of students).

The appropriate Council, upon receipt of the request, will review the request no later than the next scheduled meeting and render its final recommendation in writing to the Dean or designee with a copy to the student. Time for a response by the Council may be extended by the Dean for good cause. A student may appeal the recommendation of the Council to the Dean or designee by submitting a written request with supporting evidence within five business days of receipt of the Council's recommendation. The determination of the Dean or designee is final.