

## Academic Dismissal and Appeal

**Subject:** Dismissal and Appeal

**Effective Date:** 9/1987

**Scope:** All current Cizik School of Nursing students

**Date Reviewed/Revised:** 01/2024

**Responsible Office:**  
Cizik School of Nursing Office of Student Affairs

**Next Scheduled Review Date:** 12/2025

**Responsible Executive:** Dean, Cizik School of Nursing

### I. POLICY AND GENERAL STATEMENT

Students must meet the respective grading policy for the program in which they are enrolled.

Grading policies for each program:

- Undergraduate Program - U3670
- Master's Program - G5670
- DNP Program - D8040
- BSN-DNP- D8105
- PhD Program - D7610

If a student does not meet academic criteria for progression, the student will be dismissed from the program. The student may appeal the application of the grading policy by following the procedures delineated below.

### II. DEFINITIONS

- A. Academic dismissal: Separation of a student from the School
- B. Councils: 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.

### III. PROCEDURE

- A. 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.
- B. Appeal
  - a. 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.
  - b. Upon receipt of the request, the appropriate Council 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.

- c. Time for a response by the Council may be extended by the Dean for good cause.
- d. 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.
- e. The determination of the Dean or designee is final.

**IV. CONTACTS**

List the phone number and email/web address of the office and/or person who is the subject matter expert on this policy and can answer questions regarding application and interpretation of the policy.

<b>Contact</b>	<b>Telephone</b>	<b>Email/Web Address</b>
Cizik School of Nursing Office of Student Affairs	713-500-2025	soninfo@uth.tmc.edu