

UDM College of Health Professions (CHP) and McAuley School of Nursing (MSON)

## Academic Appeals Policy & Procedure

*Created May 27, 2015. Revised 7/13/15, 7/21/15, 6/1/16, 7/13/16*

### Policy

**Informal resolution.** It is expected that students will take an initial step to resolve a dispute informally and in good faith with the faculty (or with whomever they have an issue) prior to accessing the appeals process. Students are expected to utilize internal mechanisms of dispute resolution, such as this appeals process, before utilizing external mechanisms.

**Scope.** This policy governs appeals for students with academic issues which affect a student's progression in their program. Program handbooks and policy manuals may amplify or

## Procedure

*PLEASE NOTE: The student must follow this process, which provides specific details, guidelines, timelines and expectations.*

1. Students will be notified of an adverse determination regarding academic progression by a communication from the program administrator. This

9. While the program administrator's decision is final, the student may request that the Dean review the decision. This request for review must be written on paper and signed, state the grounds on which the student believes a review is warranted, and this communication must be received by the Dean within 10 business days of receipt of the program administrator's decision. Grounds for requesting the Dean's review are limited to the following: procedural irregularity, mitigating circumstances, undue severity of action, evidence of bias, or evidence the decision was arbitrary, capricious or unreasonable.
10. The Dean has the discretion to summarily affirm the decision, or to conduct further review of the appeal, including requesting additional information from the student or faculty or program