**Title**

*SON - Academic Dismissal Appeal Procedures*

**II. Dismissal Appeal Procedures**

A. A student who is being dismissed from the School of Nursing (SON) for academic reasons will be mailed a letter of dismissal via UTMB email (sent with delivery receipt) and a certified letter, return receipt requested. After receiving this letter of dismissal from the undergraduate or graduate Nursing Program Director of the SON, a student may appeal this decision by writing to the appropriate associate dean responsible for the program in which the student is enrolled within ten (10) working days (excluding holidays and semester breaks) of the date of the email. If the failure precipitating dismissal was due to personal problems, the student is encouraged to resolve these issues if possible, before appealing. A student who fails to properly appeal in writing within the above specified timeframe will be deemed to have waived his/her right to appeal the dismissal. The student will remain in courses in progress; however, students will not be allowed to begin any additional courses until the appeal is resolved. In extenuating circumstances a student may request an appeal of a second academic dismissal.

B. The Associate Dean will gather all pertinent information related to the appeal, including written statements from the faculty member who administered the grade(s), the course coordinator, the appropriate track administrator and Nursing Program Director. The Associate Dean will then appoint an ad hoc Appeals Committee, to consist of the Associate Dean (who will serve as chair without a vote), and three members of the undergraduate or graduate Admissions and Progression Committee (APC). In the event that three members from the APC are unable to serve, other faculty members will be asked to serve in their stead. A hearing will then be scheduled for a date within thirty (30) working days from the date the student initiated the appeal to hear the evidence brought by the student and any involved faculty members.

C. The student and faculty member(s) of record will be notified in writing of the implementation and date of the academic dismissal hearing, and of the members serving on the ad hoc Appeals Committee.

D. Should the student question the composition of the ad hoc Appeals Committee, he/she may request replacement of a member by the Associate Dean prior to the hearing. This is to ensure to the greatest extent possible, that no member of the ad hoc Appeals Committee is biased toward either party involved in the appeal.

E. All documentation pertaining to the appeal will remain confidential. The student’s documentation will be distributed to all parties at least twenty-four (24) hours prior to the scheduled hearing.
F. The following necessary parties to the hearing shall be present: the ad hoc Appeals Committee members, the student, and a recording secretary (to be selected by the Associate Dean in his/her capacity as Chairperson). Additional witnesses may be called by the Associate Dean to present evidence as needed.

G. During the scheduled hearing, the Associate Dean will maintain responsibility for ensuring that the discussion and questions remain germane to the appeal. The ad hoc Appeals Committee members, having reviewed the pertinent documentation presented, shall have the right to question any party involved in the appeal as well. The student has the right to have a faculty advisor available during the hearing.

H. Deliberation of the voting members of the ad hoc Appeals Committee will commence at the close of the exchange of information, after all other individuals have been dismissed from the room. A vote of two thirds (2/3) of the total membership of the ad hoc Appeals Committee is required for a final decision.

I. The student will be notified in writing of the decision of the ad hoc Appeals Committee.

III. Formal Appeal Process

Should the student not be satisfied with the decision of the ad hoc Appeals Committee, the student may appeal its decision in writing to the Dean of the SON. This appeal must be made within five (5) working days of receiving the decision of the ad hoc Appeals Committee. The Dean may question any party involved in his/her sole discretion, including any member of the ad hoc Appeals Committee, before reaching a final decision on the matter. The Dean shall provide his/her decision to the student within a reasonable amount of time. The student has the right to request a meeting with the Dean to discuss the appeal. The decision of the Dean shall be final.

IV. Related UTMB Policies and Procedures

IHOP Policy 7.1.22 SON – Academic Appeal: Grading and Evaluation

V. Dates Approved or Amended

| Originated: 12/01/1995 |
| Reviewed with Changes |
| Reviewed without Changes |
| 06/07/2012 | 08/23/16 |
| 04/20/2015 |

VI. Contact Information

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