

Loewenberg College of Nursing

Student Appeal

Dismissal Appeal Process:

A student has the right to appeal dismissal from the nursing program. Formal appeals are heard by the LCON Progressions Committee. The committee is chaired by the LCON Assistant Dean for Students, and includes a minimum of two faculty from the undergraduate program, and two faculty from the graduate program without direct responsibility for the student's coursework that led to the dismissal. Requests must be submitted in writing by official university email (memphis.edu) to the LCON Assistant Dean for Students. The request must be received within (5) days of official notification of dismissal. In addition, written approval for individuals or legal representatives who are invited to attend the appeal by the student must be received by the LCON Assistant Dean for Student Affairs five (5) business days prior to the appeal hearing.

Following the appeal hearing, the committee will send a recommendation along with supporting documentation to the LCON Dean who makes the decision. The LCON Dean will then notify the student of the final decision (BSN Handbook pp 40-41).

Writing/Submitting an Appeal (1 page max):

- Explain any extenuating and/or unexpected circumstance that contributed to his/her ADQ
- Must provide appropriate documentation/evidence to support the extenuating circumstance.
- Must present a realistic and doable corrective action plan if reinstated.
- Email letter/documentation to Mr. Charles Daniels (cdaniels@memphis.edu) by **Wednesday January 8, 2020**.

Appeal Hearing:

- Five (5) minutes for student to:
 - o Explain extenuating circumstance that contributed to ADQ
 - o Show evidence of actions taken to improve academic performance
 - o Explain a plan to ensure success if reinstated
- Five (5) minutes allotted for Progressions Committee members to ask questions

Appeal Hearing Date/Time:

- **Wednesday, January 15, 2020**
- Hearing time will be sent to you via email following the submission deadline