

Name: _____ Date: _____ UTC ID: _____
Program enrolled: ABSN Traditional BSN Gateway RN-BSN

**University of Tennessee at
Chattanooga College of Nursing
Appeal of Program Dismissal**

Appeals for dismissal from the BS Nursing program must be submitted to the School of Nursing Academic Affairs Committee within 3 business days of receipt of official notification via UTC email from the Chair of the Academic Affairs Committee or Graduate Committee addressing program dismissal.

Appeals for dismissal from the BS Nursing program may be made to the Academic Affairs Committee if you believe that extenuating circumstances were responsible for your dismissal.

Appeal packets must be organized as listed below. **Each item on the list must be initialed by the student, indicating your understanding of the requirements.** You should retain a copy of all documentation, as this information will not be returned to you.

- _____ 1. Complete Appeal of Program Dismissal Form.
- _____ 2. Submit the materials (appeal form, MyMocsDegree Evaluation) to the Academic Affairs Chair within 5 business days of receiving official notification of program dismissal.
- _____ 3. Submissions will be limited to the materials requested.
- _____ 4. The Academic Affairs Committee will call a meeting upon receiving the appeal within 3 business days. The Chair of the Academic Affairs Committee will notify the student by official UTC email of the decision of the Committee within 24 hours of the meeting.
- _____ 5. If the student appeal is denied and the student wishes to continue the appeal process, s/he may request the Academic Affairs Chair forward the School of Nursing Appeal of Program Dismissal form and materials submitted to the Director of the SON. This request must be within 3 business days of receiving official UTC email notification from the Chair of the Academic Affairs Committee. The Director will make a decision and notify the student and the Academic Affairs Committee Chair via official UTC email within 24 hours of the request explaining the basis for the decision.
- _____ 6. The student or the Academic Affairs Committee may appeal the Director's decision to the Dean of the College of Health, Education and Professional Studies in writing within 3 business days following receipt via official UTC email of notification of the Director's decision. The written document to the Dean must explain the basis for the appeal.

The Academic Affairs Committee is a mandatory reporter under Title IX and reports of sexual harassment, sexual assault, sexual violence, or other sexual misconduct included in your appeal will be directed to the Title IX Coordinator (<http://www.utc.edu/sexual-misconduct/>).

Please give a brief explanation of why you believe the dismissal policy (<http://www.utc.edu/nursing/pdfs/dismissal-policy.pdf>) from the School of Nursing program should not be upheld in your case.

What specific steps have you taken to ensure that you will be successful in your remaining nursing courses if readmitted?

I understand that my appeal will be reviewed based on the documentation I submit. I understand that appeal decisions will be sent to my UTC email address.
I certify that all statements, documents, and information in this appeal are true and accurate.

Student's Signature

Date