

Student Handbook Addendum #1

The policy noted in the document replaces the 2nd paragraph under “Academic Dismissals” and the “Appeal Process- Academic Standing” steps on page 26.

Dismissal Appeal Language

8.2024

1. Scope:
 1. This policy applies to all students who are dismissed from the Leighton School of Nursing (LSON). This includes all students enrolled in both the undergraduate and graduate programs. This policy does not apply to students who have not been dismissed from the LSON.
2. Notification of Dismissal:
 1. Students will be notified of dismissal from the LSON in writing via email to the student’s Marian University email account.
 2. The notification will provide relevant procedures a student must follow if they choose to appeal the dismissal from the academic program.
 3. Upon receipt of notice of dismissal, a student has the opportunity to meet with their academic success coach/academic advisor to discuss the appeal process and applicable policies.
3. Dismissal Appeal:
 1. Grounds for appeal include:
 1. Extenuating circumstances that had an impact upon dismissal from the program
 2. Unfair treatment while enrolled in the academic program that had an impact on the dismissal from the program
 2. An appeal must be submitted within 7 calendar days of the date of the dismissal notification.
 3. The appeal must be submitted by the articulated due date and all supporting documentation must be included at the time of submission. Information that is shared after the deadline for appeal will not be considered.
 4. The written appeal and supporting documents can include, but is not limited to:

1. The reason and basis for appeal (as identified above)
2. A copy of the dismissal notification
3. Documentation that supports the appeal (for example, documentation related to extenuating circumstances or unfair treatment)
4. Requested resolution being sought
5. A viable student success plan showing how the student will address deficiencies that contributed to the dismissal should the appeal be granted.
6. Relevant letters of support
7. Other documentation/information relevant to the request for an appeal

2. If a student does not file an appeal in accordance with the information/timeframe identified within the dismissal notification, they have waived all rights to appeal the dismissal decision, and the dismissal will be upheld with no additional opportunity to appeal.

3. Appellate Committee:

1. Appeals will be considered by a committee designated by the internal documents and bylaws of the LSON.
2. The committee shall examine and evaluate the dismissal decision, which will include a review of documentation submitted by the student appealing the dismissal, the student's academic transcripts, and relevant information regarding the student's academic performance provided by the student's academic success coach/advisor. There will be no student appearance in front of the committee, and the determination of the committee will be based upon the information and documentation available at the time of the committee's evaluation of the appeal.
3. If an appeal is granted, thus overturning the dismissal decision, the student will be notified in writing via email to the student's Marian University email account. Any progression decisions or next steps will be made by the appropriate LSON committee and communicated with the student via email.
4. If an appeal is denied, thus upholding the dismissal decision, the student will be notified in writing via email to the student's Marian University email account. The student can choose to appeal the committee's decision to the Dean of the LSON.

4. Appeal to the Dean:

2. Grounds for appeal include:
 1. Extenuating circumstances that had an impact upon dismissal from the program
 2. Unfair treatment while enrolled in the academic program that had an impact on the dismissal from the program
2. An appeal to the Dean must be submitted within 7 calendar days of the date of notification of the committee decision identified above.
3. The appeal must be filed by the articulated due date and time and all supporting documentation must be included at the time of submission. Information that is shared after the deadline Dean will not be considered.
4. The written appeal and supporting documents can include, but is not limited to:
 1. The grounds or basis for appeal (as identified above)
 2. A copy of the dismissal notification
 3. A copy of the determination of the appeals committee
 4. Documentation that supports the appeal (for example, documentation related to extenuating circumstances or unfair treatment)
 5. Requested resolution being sought
 6. A viable student success plan showing how the student will address deficiencies that contributed to the dismissal should the appeal be granted.
 7. Relevant letters of support.
 8. Other documentation/information relevant to the request for an appeal
5. Students may request a meeting with the Dean to discuss their appeal.
6. If an appeal is granted by the Dean, thus overturning the dismissal decision, the student will be notified in writing via email to the student's Marian University email account. Any progression decisions or next steps will be made by the appropriate LSON committee and communicated with the student via email.
7. If an appeal is denied, thus upholding the dismissal decision, the student will be notified in writing via email to the student's Marian University email account. The

student may choose to appeal the decision of the Dean to the Office of the Provost.

5. Appeal to the Office of the Provost:

1. Students have the opportunity to appeal the decision of the Dean to the Assistant Provost.
2. An appeal to the Assistant Provost must be submitted within 7 calendar days of the date of notification of the Dean decision identified above.
3. Additional information regarding an appeal to the Assistant Provost will be included within the decision letter from the Dean.
4. If an appeal is granted by the Assistant Provost, thus overturning the dismissal decision, the student will be notified in writing via email to the student's Marian University email account. Any progression decisions or next steps will be made by the appropriate LSON committee and communicated with the student via email.
5. If an appeal is denied, thus upholding the dismissal decision, the student will be notified in writing via email to the student's Marian University email account. The decision of the Assistant Provost is final with no additional grounds for appeal.