Education Support and Student Affairs
Operating Policy and Procedure

SON OP: 60.070 Academic Dismissal and Appeal Procedures

PURPOSE: The purpose of this policy is to provide guidelines regarding academic dismissal from the School of Nursing and the Academic Dismissal Appeal Procedure.

REVIEW: The OP shall be reviewed by the Associate Academic Dean of Education Support Services and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY/PROCEDURE

1.0 Policy

It is the policy of the TTUHSC School of Nursing to dismiss students who have failed to maintain minimum academic standards as outlined in the TTUHSC School of Nursing Student Handbook.

2.0 Procedure for Dismissal

2.1 A student shall be recommended for dismissal if the Program Progressions Committee determines that the student has:
   - Not performed satisfactorily in academic pursuits; and/or
   - Has been deemed unsafe and/or is a risk to patient care; and/or
   - Has been deemed by the program progressions committee, for just reason, unfit to continue the study of nursing.

2.2 The recommendation will be forward to the Dean of the school.

2.3 Upon receipt of the recommendation of the Program Progressions Committee, the Dean may accept, reject and/or modify said recommendation.

2.4 Within 10 business days from receipt of recommendations, official notification from the Dean regarding his/her decision will be forwarded to the student via certified mail and/or e-mail.

3.0 Academic Dismissal Appeals Procedure

3.1 A student receiving a letter of dismissal may appeal the dismissal within five (5) business days of date of letter by submitting to the Dean through the Associate Academic Dean for Student Affairs (AADSA) a written notice of appeal.

3.2 All appeals must be received by close of business on the 5th business day and/or postmarked by the US Postal Service by the 5th business day. No appeals will be accepted outside this requirement.

3.3 The AADSA shall appoint an Academic Dismissal Appeals Committee (ADAC) upon the recommendation by the Dean, comprised of three members of the faculty to hear and determine the appeal. The Programmatic Department Chair and the Chair of the appropriate Program Progressions Committee (or designee) will serve as ex officio members of the Committee and will not participate or be present at deliberations.
3.4 The ADAC will be convened by the AADSA within ten (10) business days from the date of the receipt of the written notice of appeal. The student shall be notified via certified mail and/or e-mail of the date of the appeal’s hearing.

3.5 The burden of proof lies with the student. The student may present a written statement to the ADAC relative to the appeal at the time of the hearing. The ADAC may limit the length of such statement and its presentation in accordance with effective management of time.

3.6 The student has no right to be accompanied by a representative at the hearing. Both the ADAC and student may call witnesses relevant to resolution of the appeal. Should information or witnesses be either repetitious or not relevant, the ADAC shall take action to expedite the proceedings. At the conclusion of the hearing, the ADAC shall forward its recommendation to the Dean and the AADSA within 3 business days.

3.7 Unless suspended for some justifiable reason pursuant to TTUHSC and/or SON Handbooks, the student shall remain on the class roll and may pursue appropriate didactic course work until the appeal is resolved.

3.8 The decision of the Dean is final. The student, the Chair of the Program Progressions Committee, the Programmatic Department Chair and the AADSA will be notified in writing by the Dean within 5 business days from receipt of the ADAC decision. The letter to the student will be mailed certified mail and/or e-mail.

3.9 All notices required to be given shall be deemed received by the student upon mailing certified mail to the address on record with the school.

4.0 Appeals Procedure for Non-Dismissal Action(s)

4.1 The appeal procedure for non-dismissal action(s) shall be the same as the Academic Dismissal Appeal process. Please reference 3.0 in this policy for procedures.