

# Progression Policy Appeal Process

A student who entered the ADN program under the Nursing Progression Policy implemented as of Fall 2013 shall have appeals considered on a case by case basis by the Associate Degree Nursing Admissions Committee.

No list of circumstances can cover all contingencies that might arise, however, an extenuating circumstance is one that is unforeseen and impacts the student's ability to continue in the semester. The Committee will review each student's situation will be reviewed by the committee individually; however, this procedure should resolve the following types of circumstances which may be considered extenuating circumstances:

1. Medical illness requiring hospitalization of the student or immediate family (spouse, child).
2. Death of an immediate family member (spouse, child, parent).
3. Domestic violence situations.

If a student feels they have an extenuating circumstance, the steps of the procedure are as follows:

1. The student will complete the **Appeal Request Form** as completely as possible. The request should be submitted within 12 calendar days of the occurrence. The form may be obtained from the course leader or faculty advisor.
2. The request may be submitted to the student's course instructor, or the ADN office mailbox on the second floor of the Health Science building.
3. **A student must demonstrate appropriate decision-making and cannot wait until the end of the semester after they have been unsuccessful in the course. It is expected that a student has been in contact with the course instructor.**
4. The Admission committee will meet once a month to consider all appeals that have been received. The decision of the committee will be provided to the student in writing, as well as being filed in the student's records.
5. A student will be considered for an appeal only one time throughout their progression in the curriculum.