An appeal is a request for an exception to policy or a request to vacate a decision or the proposed disciplinary action implemented by an instructor, committee, or administrator in the application of university policy. Disciplinary actions include, but are not limited to, warning, restitution, probation, disciplinary course failure, suspension, and/or dismissal. **Note:** See Policy 1211 – Grade Appeal for appeal of final course grades or other final comprehensive evaluation grade.

**Step 1**
A student wishing an exception to a policy or to appeal a decision or proposed disciplinary action **must first appeal the issue directly with the involved instructor or staff member to resolve the matter.** The appeal must be submitted in writing and include the following information:

1. Name/s of the individual filing the appeal.
2. Date the appeal is submitted.
3. Reason for the appeal.
4. Details of any extenuating circumstances that warrant an exception to policy or that justify an alternative decision or disciplinary action.
5. Copy of the written decision or disciplinary action. Any other evidence/documentation or information relevant to the situation should be attached.
6. Signature/s of the individual/s submitting the appeal.
7. Contact information (email and telephone number) for the individual/s submitting the appeal.
8. Plan of action that the student believes will ensure satisfactory academic progress or rectify misbehavior.

**Step 2**
If after addressing the matter with the involved instructor or staff member, the student still wishes an exception to a policy or to appeal a decision or proposed disciplinary action **s/he may address the issue with the appropriate administrator** as listed below.

<table>
<thead>
<tr>
<th>Policy or Area</th>
<th>Direct Appeal to:</th>
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<tbody>
<tr>
<td>Academic, academic integrity</td>
<td>Program Dean</td>
</tr>
<tr>
<td>Clinical training program and requirements</td>
<td>Program Dean</td>
</tr>
<tr>
<td>Fees or fines</td>
<td>VP of Finance and Administration</td>
</tr>
<tr>
<td>Student conduct</td>
<td>Director of Student Services</td>
</tr>
</tbody>
</table>

The appeal must be in writing and include the following information:

1. Date of second appeal submission.
2. Name/s of the individual/s filing the appeal.
3. A specific outline of the issues or errors in first appeal process.
4. Copy of the original appeal and related materials.
5. Copy of first appeal written decision.
6. Signature/s of the individual/s submitting the appeal.
7. Contact information (email and telephone number) for the individual/s submitting the appeal.
Step 3
If the appellant disputes the facts, process or outcome to the administrator appeal, he/she may file an appeal of the administrator’s decision with the Hearings Committee. The appeal must be submitted in writing to the director of student services within three (3) class days of receipt of the administrator appeal decision. The director of student services will forward the appeal to the Hearings Committee chair to convene the committee. The appeal must include:

1. Date of second third appeal submission.
2. Name/s of the individual/s filing the appeal.
3. A specific outline of the issues or errors in second appeal process.
4. Copy of the original and second appeals and related materials.
5. Copy of the administrator’s written decision.
6. Signature/s of the individual/s submitting the appeal.
7. Contact information (email and telephone number) for the individual/s submitting the appeal.

Within five (5) class days of convening, the Hearings Committee will review the appeal and determine if the appeal process was observed. If the Hearings Committee determines that the appeal process was observed, the individual/s will receive a letter of notification that the original decision/disciplinary action stands. If the committee determines the appeal process was not observed, the committee will recommend an alternative resolution or disciplinary action to the chief academic officer who will render a final decision within three (3) class days of the Hearings Committee’s recommendation.

Note: The university reserves the right to extend the time frame for the appeal process.

Step 4
An individual may file an appeal of the Hearings Committee’s decision with the vice president of academic affairs/provost based upon the assertion that the appeal process was not followed. The appeal must be submitted, in writing, to the chief academic officer within three (3) class days of receipt of the Hearing Committee’s decision and must include:

1. Date of fourth appeal submission.
2. Name/s of the individual/s filing the appeal.
3. A specific outline of the alleged errors in the appeal process.
4. Copy of the all appeals and all materials submitted.
5. Copy of the Hearing Committee’s written decision.
6. Signature/s of the individual/s submitting the appeal.
7. Contact information (email and telephone number) for the individual/s submitting the appeal.

Within five (5) class days of receiving an appeal of the Hearings Committee’s decision, the vice president of academic affairs/provost will review the appeal and determine if the appeal process was observed. If the vice president of academic affairs/provost determines that the appeal process was observed, the individual/s will receive a letter of notification that the original decision or disciplinary action stands. If the vice president for
academic affairs determines that the appeal process was not observed, s/he will meet with the individual/s involved to review the matter.

The vice president of academic affairs/provost will provide a written decision to the individual/s and the respective committee chair or administrator within five (5) class days. The vice president of academic affairs/provost’s decision is final.

Note: The university reserves the right to extend the time frame for the appeal process.

Right to Consult Legal Counsel
Students have a right to consult legal counsel. However, legal counsel is not permitted to be present during or participate in Hearings Committee proceedings.

Related Policies: Policy 1211 – Grade Appeal  
Policy 9001 – Student Conduct  
Policy 9009 – Student Complaint (Grievance)

Key Words: appeal, behavior, complaint, conduct, conflict, discipline, dismissal, fees, fines, grievance, misconduct, professionalism