

Graduate Program Dismissal

A recommendation for dismissal can be made by a majority vote of the UTC School of Nursing Graduate Committee if a student earns a semester GPA below 3.0 while on academic probation for low institutional cumulative GPA, fails to achieve professional skills/behavior/fitness, violates the ethical code of conduct governing members of the professional organization for the program's discipline, or fails to progress in the program due to grades. Such recommendation shall be made in writing to the Director of the UTC School of Nursing. Before communicating with the student, the Director of the UTC School of Nursing will consult with the academic Dean of the college where the program resides and the Dean of the Graduate School. Other university administrators may be consulted as necessary. Upon the concurrence of the academic Dean and the Dean of the Graduate School (and others if consulted) with the decision to dismiss, the Director of the UTC School of Nursing shall provide written notification through UTC email of dismissal to the student within five working days of the consultation with the academic Dean and the Dean of the Graduate School. Such notice shall inform the student of the right to appeal and direct them to the policy for dismissal and appeal.

The student may continue to attend classes during the appeal process or register for subsequent semesters unless the student's presence poses a continuing threat to persons or property, an ongoing risk of disrupting the academic process, or health/safety concerns. This will be determined on a case-by-case basis. The Director of the UTC School of Nursing and instructors will outline specifically what the student must do to be allowed to continue to attend classes, internships, and clinical rotations and may limit the student to an observer's role in clinical situations. Any such determination shall be included as part of the Director of the UTC School of Nursing's written notification through UTC email to the student. If the student does not comply with the requirements outlined in this written notification, the student may be immediately removed and may not attend classes while his/her appeal is in process.

Appeal Procedure: Following written notification through UTC email of dismissal from the program by the Director of the UTC School of Nursing, the student has the right to appeal. Students who wish to appeal their dismissal should complete the Program Dismissal Appeal Form included in this policy. The appeal form and relevant documentation must be submitted to the Director of the UTC School of Nursing through UTC email within five working days of notification of program dismissal. In all cases, the program faculty shall be presumed to have taken appropriate action and the student appealing shall have the burden of proof to the contrary.

Step 1. Within five working days of receipt of the student's appeal form, the Director of the UTC School of Nursing will meet with the student and review the student's appeal with him/her. If the student declines such a meeting, the Director of the UTC School of Nursing will proceed to Step 2.

Step 2. Within five working days of the meeting described in Step 1, the Director of the UTC School of Nursing (in consultation with the Dean of the academic college) will notify and confirm in writing through UTC email to the student the results of this appeal. The Director of the UTC School of Nursing will also notify the Dean of the Graduate School regarding the results of this appeal. Copies of this notification will be sent to the faculty.

Step 3. If the student is not satisfied with the decision of the Director of the UTC School of Nursing, he/she may appeal this decision to the UTC Graduate Council Appeals Committee (the Chair of the Graduate Council and three members of the Council). Such appeal must be made within five working days of notification of the Director of the UTC School of Nursing's decision. The student should contact the [UTC Graduate School](#) for information on appealing to the UTC Graduate Council Appeals Committee.

Step 4. Within five working days of receiving the student's written appeal, the Graduate Council Appeals Committee will meet to hear the student's appeal. The Chair of the Graduate Council shall preside over this hearing as a non-voting chair. The student may bring such materials and/or witnesses as necessary to support

his or her position. The Director of the UTC School of Nursing and/or a representative(s) of the program faculty may also attend this hearing in order to explain the reason(s) for the dismissal and answer questions. After hearing, the Dean of the Graduate School will notify and confirm in writing to the student the results of this appeal. The Dean of the Graduate School will also notify the academic Dean and the Director of the UTC School of Nursing, who will in turn notify the program faculty.

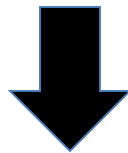
Step 5. If the student remains unsatisfied with this decision, he or she may appeal in writing to the Chancellor of the University. Such request must be made within five working days of notification from the Dean of the Graduate School. The Dean of the Graduate School shall forward all pertinent information to the Chancellor with a recommendation. The Chancellor's decision shall be made within ten working days and shall be considered final.

Appeal Procedure Quick Guide for Students

As the student, what do I do to appeal? After receiving your notice of dismissal from the program through UTC email, you will complete the following steps to appeal. This is only meant as a simple guideline, please refer to the above detailed policy for more information or contact the School of Nursing with questions.

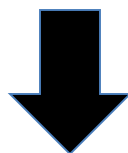
Appeal to Director

Within five working days of your dismissal notification, complete the appeal form and submit it to the Director of the School of Nursing along with any relevant documents related to your appeal. When submitting, you have the option to set up a time to meet with the Director. The Director will contact you with the results of your appeal through UTC email.



Appeal to Graduate School

Within five working days of your notification from the Director regarding your appeal results, contact the Graduate School to continue the appeal process. Submit your appeal form and any relevant documents to their office for review. They will set up a meeting with you and any appropriate individuals from the School of Nursing. The Graduate School will contact you with the results of your appeal.



Appeal to Chancellor

Within five working days of your notification from the Graduate School regarding your appeal results, contact the Chancellor's Office to continue the appeal process. Submit your appeal form and any relevant documents to their office for review. After reviewing, the Chancellor will contact you with the results of your appeal. The Chancellor's decision is final.

University of Tennessee at Chattanooga
School of Nursing
Graduate Programs
Program Dismissal Appeal Form

The appeal process can be found online in the [UTC School of Nursing Student Handbook](#) under the Graduate Policies and Procedures section. There is a policy for grade appeal and a separate policy for program dismissal. Students should refer to the policy that best fits their situation. Students should note that faculty, staff and all employees in the School of Nursing are mandatory reporters under the [UTC Title IX](#) policy and reports of sexual harassment, sexual assault, sexual violence, or other sexual misconduct included in a student's appeal will be directed to the Title IX Coordinator.

Name: _____

UTC ID: _____

1. Please select what type of appeal you are submitting by checking the appropriate item(s) below.

_____ Program Dismissal for Grades

_____ Program Dismissal for Professional, Ethical, Patient Safety or Other Progression Violation

2. Please list what courses are involved in your appeal: _____

3. Please give a brief explanation of why you believe the established grade and/or dismissal policy of the UTC School of Nursing Graduate Program should not be upheld in your case. Please attach any additional documentation that may be relevant or necessary to your explanation.

4. Please identify what steps you have taken to ensure you will be successful if readmitted. Please attach any additional documentation that may be relevant or necessary to demonstrate steps taken for successful readmission and progression.

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