



College of Nursing

APPEAL POLICY FOR STUDENT NURSES

According to University guidelines, an appeal is a request to deviate from an existing policy (Admission Policy, Progression Policy/Course Repeat, Suspension/Probation). All requests for appeals are to be sent to the College of Nursing's Undergraduate Academic Standing Committee (ASC) through the Undergraduate Program Office. Due process is followed in the appeal procedure. Submitting an appeal does not mean that the appeal will be granted.

Appeal Procedure

1. Students should confer with an Advisor or Level Facilitator about the appropriateness of an appeal and the monthly deadline for submission. Students must complete the required CON appeal form and send it along with supporting documentation to conappeals@uwosh.edu (see form on the next page or Student Forms on CON intranet). Submit the appeal at least two days before the scheduled Academic Standing meeting to ensure it is on the agenda that month. Late appeals will be addressed the subsequent month.
2. If the appeal concerns a grade of C- or lower in a core nursing course, faculty must complete the *Faculty Recommendation for Appeals* form. The Undergraduate Program Assistant ensures this is done.
3. It is a student's right to address the Academic Standing Committee regarding the appeal. If a student would like to do so, email conappeals@uwosh.edu for an appointment. Students at a distance can discuss the appeal with the committee by phone.
4. Upon careful consideration of the appeal, supporting documents, faculty recommendations, transcripts, and other reports in the student's file, the Undergraduate Academic Standing Committee votes to approve or deny the request. The student is notified by email of the final decision.



College of Nursing

STUDENT APPEAL FORM

Date _____

Name _____

Permanent Address _____

Phone _____

Local address _____

Phone _____

Email _____

Student ID _____

Program: Prenursing _____ Traditional _____ Accelerated _____ BSN@Home _____ Other _____

I. State reason for your appeal (be specific).

II. Provide reasons and evidence to support your appeal (be specific).** Include self-evaluation as related to appeal.

Signature _____

* Must be typed in 12-point font, two-page limit.

**If you have received an unsatisfactory course grade, document what measures you will take to ensure your success in the future.

Approved by Academic Standing Committee 1/17/07

Approved by CON faculty 2/16/07, 8/15

Approved Academic Standing Committee 3/2018