

Student Appeal Procedures

A student, who wishes to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a typed letter to the Director of Allied Health, Director of Cosmetology or Director of Nursing Education. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Director of Allied Health or Director of Nursing Education will hear any student who disagrees with a SAP decision, on an appointment basis only. The student will be notified of the decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken if further documentation is needed to be reviewed.

A student, who wishes to appeal any SAP decision made by the Director of Allied Health or Director of Nursing Education, must submit a typed letter to the School Director with supportive documentation explaining the reason why the student is wishing to appeal the decision of the Director of Allied Health or Director of Nursing Education. The School Director will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal.