



School of Nursing and Allied Health Appeal Policy

- Faculty will be named to the Appeal Committee at the beginning of the Fall semester and will serve for one academic year. The chair of the committee will be named by the Dean.
- The committee will meet three times a year: at the end of the Fall, Spring and Summer semesters.
- The student appeal must be turned in by 3:00 p.m. on the day final grades are due. No late appeals will be accepted. If an appeal is received after the due date, the student will be notified the appeal will not be reviewed until the next committee meeting the following semester. The appeal must be emailed to the Dean of the School of Nursing and Allied Health, Kristine.stout@sowela.edu, or hand delivered to the Support Coordinator in the Faculty Suites of the Nursing building (H.C. Drew) located on the SOWELA Lake Charles campus.
- The following are the reasons students can appeal to the School of Nursing and Allied Health Appeal Committee:
 - o Exceeded number of repeated courses per program policy.
 - o Exceeded number of entries into the program per program policy.
 - o Exceeded number of grades 'D', 'F', or 'W' per program policy.
- All student appeals will be submitted to the Dean of the School of Nursing and Allied Health. The Dean will then submit the appeal forms to the Chair of the Appeal Committee.
- The committee will utilize the approval appeal rubric to review the appeal. The student may present the appeal in person/virtual. The student will be given five minutes to present their case.
- The student will be notified in writing of the committee's decision. While every attempt will be made to get to the decision in a timely manner, there is no guarantee that a finalized decision would be reached before the start of the next semester. If the decision to approve the student appeal is made, the applicable governing body for the nursing programs will be notified. The approval from the applicable governing body may not be received prior to start of next semester, therefore the student may have to wait until a later semester to reenter. Notification of a governing body does not apply to the Surgical Technology and Sterile Processing Technology Programs.
- Following notification of a decision of reinstatement, the student must meet with the appropriate program academic advisor to review the reentry plan. The student must agree in writing to follow the prescribed plan for reinstatement in its entirety. If the student does not

agree to any part of the plan, the offer for reinstatement will be rescinded. The reinstatement plan is determined by the committee and forwarded to the advisor.

- Students will be allowed only one appeal while in the curriculum. Students cannot appeal at different campuses.
- All decisions made by the committee are final. Appeals cannot be made to Dean of Instruction, Vice Chancellor of Academic Affairs, or the Chancellor after the decision is rendered by the SoNAH Appeals committee.