



# School of Nursing

## Procedure for Students to Submit an Appeal to the Student Affairs Committee

The University of Delaware's School of Nursing Student Affairs Committee (SAC) is designed to review and make decisions about student appeals concerning curricular requirements and progression. Examples include when students earn less than C- in 2 or more NURS courses, when their GPA falls below 2.0 and students are restricted from NURS courses, or when requesting course substitutions.

SAC meets monthly during the academic year and as necessary during the summer. Students do not meet with the committee; instead students submit written appeals and documentation with the assistance of their advisor. SAC will review your appeal at the next scheduled meeting following submission of your appeal by the advisor. You will be notified of the Committee's decision within two weeks of the committee's decision.

### **Students – if you are requesting an appeal you must:**

- A. Meet with your advisor to discuss the nature of, and appropriateness of, the appeal.
- B. Complete an appeal form.
- C. Request that your advisor complete their portion of the appeal form.
- D. Appeals must be submitted by the advisor to the SAC Chair who will forward your request to the committee.

### **Directions for filling out Appeal Form:**

1. Fill out the date and student information sections completely.
2. Indicate your rationale for the appeal.
  1. Write your appeal. It should be typed. Your petition should state clearly what you are asking the committee to do and should describe your circumstances. Please include a history of what happened, your current situation, and if appropriate, what you will do and have done to achieve success in the future. The appeal should be brief, but complete.
  2. If appropriate, gather documentation of your extenuating circumstances. Appropriate documentation will vary with each case, but examples include course syllabi, letters from health professionals, professional counselors, hospital bills, death certificates or obituaries, and legal documents. All letters from professionals should be on their letterhead and should include a current telephone number so that we can call to verify the authenticity of the documentation. Please note that letters from parents, friends, and family members are generally not sufficient and may not be considered by the committee.
  3. If appropriate, provide a plan for future remediation or evidence of completed remediation. This may include a letter of your employment in the health care field, or classes you took to bring up your GPA, or working with a tutor.

### **Second Appeals:**

Second appeals to the SAC committee regarding the same issue will be considered if there is new evidence for the committee to consider.

### **If you have extenuating circumstance that have affected your academic performance:**

You should read about possible CURC actions on the CURC website (<http://www.udel.edu/registrar/students/curc.html>). You can get further guidance about this procedure from Dr. Carolyn Quinci, CHS Dean's Office, 345 MDH, UD.