



VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

Title Graduate Student Appeals Procedure

Number GHP-AS-01-B

About This Procedure:

Effective Date:

05/25/2021

Responsible College Administrator/Committee:

Program Director Jennifer Essig

Scope:

This process is for graduate students enrolled in the advanced health sciences programs (MSN, OT, SLP)

Related University Policies:

Procedure Statement:

The purpose of this process is to outline the steps for submitting a student appeal to the Graduate Academic Performance Committee (GAP) further described in GHP-AS-01-A.

College Procedures:

Students have the right to appeal decisions made by the program director related to academic progression.

Factors that may impact academic progression may include violation of professional or critical behaviors, dismissal from a clinical position, academic probation, continuation of academic progression following a leave of absence or failed course.

Once a student has been notified of a progression decision from the respective program, he/she has the right to appeal the decision.

The student must submit the appeal in writing to the program director.

The appeal must include student name, issue that is being appealed, and rationale for appeal.

The program director will acknowledge receipt of the appeal to the student and provide the written appeal to the GAP Committee within 5 business days. In addition, the Program Director will direct the student to the Assistant Dean for Student Success and Operations for support during the appeal process.

The GAP Committee will then have 10 business days to review the case and render a written

recommendation to the program director.

The program director will provide the recommendation response in writing to the student.

If the student is unsatisfied with the committee's recommendation, the student may submit a second appeal to the Assistant Dean (MSN) or College Dean (SLP and OT) of the program.

The Assistant Dean or College Dean will confirm or reverse the appeal decision.

In the event of dissatisfaction with that decision, students have the right to appeal at the University level. (Reference IU Right to Appeal policy here)

All appeals and written student correspondences will be provided to the Assistant Dean for Student Success and Operations to be placed in the student's file.