

**THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF NURSING**

STUDENT APPEAL REQUEST

Name: _____ Student ID: _____

Address: _____

E-Mail address: _____

Telephone Numbers: (H) _____ (Cell) _____ (W) _____

Guidelines for Student Appeals Process

1. This form must be completed by the student who is appealing an admission and/or progression policy in the School of Nursing. The form is not used to appeal a grade. The procedure for appealing a grade is described in the Undergraduate and Graduate Bulletins.

2. The Student Admissions, Progressions and Appeals Committee will hear appeals during regularly scheduled meetings. The student may submit an appeal in writing, or the student may attend the meeting to present the appeal verbally. The committee may ask the student's instructor and/or the course coordinator to make a written or verbal presentation to the committee. Faculty and student presentations will occur concurrently. Please indicate if you will or will not attend the meeting:

I plan to attend the meeting. I do not plan to attend.

3. Attach a statement or letter to this form which describes what you are asking of the committee. Include extenuating circumstances that existed in your situation. Generally, students find it helpful to meet with the Chair of the Admissions, Progression, and Appeals Committee prior to the meeting to review the procedure, but this is not required.

4. Once an appeal request is received, the committee chairperson will notify the student verbally and/or in writing of the date the appeal will be heard. Meetings of the committee are closed. Appearances are limited to the student and faculty representatives. One support person of the student's will be allowed to attend the meeting. However, the support person cannot be an attorney and will not be permitted to speak. The student will be notified in writing of the committee's decision within one week of the appeal hearing.

5. Student Appeal Requests are available at
http://www.uncg.edu/nur/undergrad/Student_Appeal_Request.pdf

Student Appeal Requests should be delivered to the Associate Dean's Office or mailed to:
Chair, Student Admission, Progression, and Appeals Committee
UNCG School of Nursing
Post Office Box 26170
Greensboro, NC 27402-6170

Student's signature: _____ Date: _____