

Students are informed of all matriculation and degree requirements at the outset of their program. In the event that a student fails to meet these requirements, the student will be dismissed at the end of the term. Students may appeal Academic Dismissal. Prior to following the Appeals Process for Academic Dismissal, students should first review the Grade Grievance policy found in the USA Student Handbook, *The Lowdown*. Students with grounds for a grade grievance are advised to follow that policy prior to considering an Appeal for Academic Dismissal.

The Appeals Process for Academic Dismissal is as follows:

1. The student must submit their appeal in writing via email to the Department Chair within 5-business days (i.e. Monday through Friday with the exception of holidays) of the dismissal letter. Please note that the dismissal appeal email must come from the student's USA email account. Note that in cases where a student completes a Grade Grievance per the Grade Grievance policy in the USA Student Handbook, *The Lowdown*, the student will have 5-days to submit an Appeal of Academic Dismissal after receiving the Grade Grievance outcome. The appeal letter should include: a rationale for the appeal and any documentation providing evidence supporting the rationale for the appeal. The Department Chair should notify Dean/Dean's designee of their receipt of the student's appeal.
2. Within 5 business days (i.e. Monday through Friday with the exception of holidays) of receipt of the appeal, the Department Chair will appoint a Department Faculty Review Panel of a minimum of 3 faculty members. The Department Chair will not serve on the panel.
3. As soon as practicable, the Department Chair will convene and charge the Department Faculty Review Panel. The Department Faculty Review Panel is charged to review the case and determine its merit. The Department Faculty Review Panel has the authority to uphold the dismissal, revise the penalty, or reverse the dismissal with or without additional recommendations (i.e. repeat coursework and/or clinical practicum experience). The Department Faculty Review Panel will elect a panel chair. The panel chair shall maintain complete, confidential records of all proceedings, including minutes of all meetings. However, neither minutes nor recordings will be made of meetings when deliberations occur. The Department Faculty Review Panel will hold a hearing to include the student, appropriate faculty, and may include relevant witnesses. Parties allowable for an appeal hearing include the student, faculty, and may include relevant witnesses. Legal counsel or other representatives are not permitted. After the Department Faculty Review Panel hearing or clarification is completed, the panel will convene for deliberation. The Department Faculty Review Panel will have 3 business days post-hearing/clarification to render a decision via letter to the Department Chair. Decisions require a majority vote. The Department Chair will inform the student of the outcome within 3 business days of receipt of the Department Faculty Review Panel's decision and will copy the Dean/Dean's designee in this correspondence.
4. In cases where the Department Faculty Review Panel upholds the dismissal or revises the penalty and/or makes additional recommendations, the student may appeal to a College Faculty Review Panel. The student must submit their second appeal in writing via email to the Department Chair within 5-business of receipt of the letter sharing the outcome of the Department Faculty Review Panel. The Department Chair will forward the second appeal to the Dean of the Pat Capps Covey College of Allied Health Professions.

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5. The Dean/Dean's designee will appoint a panel of at least 5 faculty members to review the second appeal. The College-level faculty review panel will consist of faculty from Departments other than the student's program. The Dean/Dean's designee will not serve on the panel.
6. As soon as practicable, the Dean/Dean's designee will convene and charge the College Faculty Review Panel. The College Faculty Review Panel has the authority to uphold the dismissal, revise the penalty, or reverse the dismissal and make additional recommendations (i.e. repeat coursework and/or additional clinical practicum experiences). The College Faculty Review Panel will elect a panel chair. The panel chair shall maintain complete, confidential records of all proceedings, including minutes of all meetings. However, neither minutes nor recordings will be made of meetings when deliberations occur. The College Faculty Review Panel will hold a hearing to include the student, relevant faculty, and may include relevant witnesses. Parties allowable for an appeal hearing include the student, faculty, and may include witnesses. Legal counsel or other representatives are not permitted. After the College Faculty Review Panel hearing or clarification is completed, the panel will have 3 business days post-hearing/clarification to render a decision via letter to the Dean/Dean's designee. Decisions require a majority vote. The Dean/Dean's designee will inform the student of the outcome within 3 business days of receipt of the College Faculty Review Panel's decision and will copy the Department Chair on the correspondence.
7. In cases where the College Faculty Review Panel upholds the dismissal or revises the penalty and/or makes additional recommendations, the student may appeal to the Dean of the Pat Capps Covey College of Allied Health Professions. The student must submit their third appeal in writing via email to the Dean within 5-business of receipt of the letter sharing the outcome of the College Faculty Review Panel.
8. There are no appeals beyond the Dean of the Pat Capps Covey College of Allied Health Professions, and the outcome is final.

Note: "Business Day" is defined as Monday through Friday and is not a holiday per the USA academic calendar.