

SOUTHWESTERN COMMUNITY COLLEGE	STUDENT SERVICES DISMISSAL FROM HEALTH SCIENCE PROGRAMS	Policy 6.03.07
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I. Responsibility for Implementation

The Executive Vice President for Instruction and Student Services is responsible for implementing student appeals procedures for dismissal from selective admissions Health Science Programs (“Program”).

II. Dismissal from Selective Admissions Health Science Programs

Courses within the Program with selective admissions shall establish reasonable academic and non-academic (professional and behavioral) criteria that students must meet for continued progression in the Program. Students may also be dismissed based on an inability to participate in clinical requirements due to behavioral, background, professional competency, or substance abuse issues.

Academic and non-academic criteria for continued progression in the program must be approved by the Dean of Health Sciences and Executive Vice President for Instruction and Student Services. Students in the Program will be provided written guidelines for continuation in the Program and informed that failure to meet those guidelines may result in dismissal from the Program.

The Program Coordinator may dismiss a student from the Program who demonstrates a failure to meet one or more of the criteria for continuation in the Program. The Program Coordinator/Director will explain the reasons for the dismissal, in writing, and consider the student’s response in rendering a final decision.

III. Criteria for Appeal of Dismissal

Disagreement with a grade, instructional methods, evaluation standards, course assignments, behavior expectations, or other course procedures and activities does not provide a basis for appealing program dismissal. Appeals will only be considered if the student provides evidence of discrimination; arbitrary application of grading, professional, or behavioral standards; or calculation errors that would have resulted in a different final course grade.

1. **Discrimination based upon student membership in a protected class.** The student must demonstrate that the final course grade or application of professional-behavioral standards reflects discrimination based on their membership in a protected class including race, religion, ethnicity, national origin, sex, age, and disability.
2. **Arbitrary application of standards and procedures.** The student must demonstrate that the final grade was calculated in a manner inconsistent with published (in course syllabus, the online course, course handouts, etc.) evaluation procedures for that course or that the student was evaluated based on a different standard or held to different behavioral or professional standards than that of the others in the course.
3. **Calculation error.** The student must demonstrate that a clear and significant error in the calculation of an individual assignment grade or the final course grade resulted in a final grade differing from one calculated without error.

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IV. Appeal of Dismissal from the Program

Students may appeal a dismissal from the Program as follows:

1. **Appeal to the Executive Vice President/Dean.** Students must submit a request to appeal in writing to the Executive Vice President (for Nursing Students) or the Dean of Health Sciences (for all other Health Sciences programs) or within one (1) business day of the notice of dismissal. The request should include reasons why the student should be reinstated and other information or documentation to support that appeal.

The Executive Vice President or Dean of Health Sciences will notify the student within two (2) business days of a decision to affirm, overturn, or modify the dismissal from the Program Coordinator/Director. Notification will be made to the student's official College email address.

2. **Appeal to the Review Committee.** If the student does not agree with the Executive Vice President's or Dean's determination, the student may appeal to the Review Committee. The student must provide written notice of appeal to the Executive Vice President within one (1) business day of receipt of the appeal decision.

The Executive Vice President will convene a subgroup of the Disciplinary Review Committee (as appointed by the President) to serve as a Review Committee. The Review committee will include at least two instructors and one dean.

The Review Committee will consider the merits of the appeal and conduct whatever further investigation is necessary (including but not limited to interviewing the student and or relevant individuals, if any) and communicate a written decision to the Executive Vice President within seven (7) business days. The Executive Vice President will notify the student of the Review Committee's decision upon receipt of said decision. Notification will be made to the student's official college email address. The Review Committee's decision is final.

3. **Basis for considering appeals.** The Dean of Health Sciences, Executive Vice President, and Review Committee shall only consider evidence of discrimination; arbitrary application of grading, professional, or behavioral standards; or grade calculation errors as a basis for granting an appeal.
4. **Timing of appeal requests.** Failure of the student(s) to deliver appeal requests within the dates prescribed in these procedures will be construed as acceptance of the last decision and shall terminate the appeal process.
5. **Enrollment during appeal.** In the event a student appeals a grade that prevents progression in a program, the student will be allowed to take the academic coursework in the next sequential class pending the grade appeal, but the student will not be allowed to participate in the clinical component until the appeal is resolved. If the grade is upheld, the student will be administratively dropped from the course(s) and refunded the tuition.

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Note: Business Days refers to dates on Monday-Friday when classes are in session.

Cross Reference: 6.02.03 – Grade Appeal

Adopted: August 2012

Revised: October 2014

March 24, 2020