

## CONTACT

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## HOW TO INITIATE THE APPEALS PROCESS?

1. You must submit
  - a. A Petition to Reenter Form
  - b. A letter outlining your plan of action for improvement
  - c. if applicable
    - i. Letter of recommendation
    - ii. Documentation showcasing reasoning for withdrawal (ex: medical clearance, Drs paperwork)
2. Once ALL items have been received, please reach out to student affairs once completed to schedule an appointment.

### DISCLOSURE:

- Re-admission is not guaranteed. An Appeal Board made up of institute officials &/or the Program Director will review the written request and supporting materials.
- Appeal meetings will not be held 2 weeks before the anticipated restart date. Please make sure to make arrangements to meet deadlines. It is the students' responsibility to initiate the appeals process.

# WHAT IS THE APPEALS PROCESS?

Some students experience an unforeseen personal hardship, for example, the death or illness of a family member that directly affects their ability to focus on academics and succeed. In such a rare circumstance an appeals meeting may be scheduled to discuss whether a student will be allowed to reenter the program.

Students who are dismissed, voluntarily withdraw for failure to maintain satisfactory progress, fail to complete the terms of probation, or withdraw for any other reason (except exceeding the maximum program completion time), may request reinstatement or appeal of the dismissal based upon exceptional mitigating circumstances.

## APPEAL CONSIDERATIONS WILL BE BASED ON THE FOLLOWING:

- Student's overall attendance record
- Academic progress and performance
  - Compliance with policy and procedures
- Professional Development
- Instructors' recommendations
- The circumstances (documentation of circumstances is required) surrounding the occurrence incident that resulted in the withdrawal or dismissal.
- The student MUST include their plan to correct previous deficiencies.

## TERMS APPLICABLE TO ANY STUDENT ACCEPTED FOR REENTRY:

- Students who have been dropped, withdrawn, or have failed a term will be allowed to repeat once
- Students may only repeat a total of one term so as not to exceed the maximum program time
- Students must reenter under the admissions, academic, and administrative policies of the current catalog.
- Students must abide by the term of the Appeals Board for reentry
- Students' financial accounts must be current at the time of reentry
- If approved, the student must comply with the terms issued by the Appeals Board for reentry. All decisions made by the Appeals Board &/or Program Director are FINAL.