

What Is The Appeal Process?

Some student 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 into 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.

****Such request must be made in writing within 10 business days of the dismissal/withdrawal**

Appeal considerations will be based on the following:

Student's overall attendance record
academic progress
Professional Development
Instructors' recommendations

The circumstances (documentation of circumstances is required) surrounding the occurrence incident that resulted in the withdrawal or dismissal.

The student should also include their plan to correct previous deficiencies.

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. A decision will be made and the student will be notified in person or in writing within 15 business days. If approved, the student must comply with the terms issues by the Appeals Board for reentry. All decisions made by the Appeals Board &/or Program Director are FINAL.

Reentering Students

Student wishing to reenter will be required to file an appeal for readmission. The appeal needs to be reviewed by the Program Director and/or the Appeals Board.

The following terms apply to any student who is accepted for reentry:

- Student who have been dropped, withdrawn, or have failed a term will be allowed to repeat once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 maximum program time
- Students must reenter under the admissions, academic, and administrative policies of the current catalog.
- Student must abide by the term of the Appeals Board for reentry
- Students financial account must be current at the time of reentry