



STUDENT APPEALS, PETITIONS, AND GRIEVANCE PROCEDURES

Reviewed Fall 2023

SECTIONS ONE: APPEALS

Appeals are limited to requests to continue in the curriculum after being dropped from the program and/or course grade appeals.

Drop Appeals

Any undergraduate or graduate student who feels they should not have been dropped from the program has the right to file an appeal. The appeals procedure is available for students to provide additional information regarding their circumstances which have contributed to their dropped status. The appeal procedure is described below. Throughout the appeal process, the student (hereby referred to as appellant) may be accompanied by a support person.

Course Grade Appeals

A student who believes a grade received in a Nursing course was an error or not consistent with guidelines outlined in the syllabus or campus standards has the right to appeal the grade. The student should first speak with the course faculty member in an effort to resolve the issue informally. This must be done within 10 business days of the grade posted to the student's record. During this informal process both student and faculty may consult with the Associate or Assistant Deans for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal appeal procedure. To do this, the student (hereby referred to as appellant) must submit the appeal, as outlined below.

Filing Appeal

- a. The student must submit a [petition for special consideration](#) form to the Assistant Dean for Academic Affairs within 10 business days of notification of academic status or grade posting. The appeal must include:
 - Precise grounds on which the appeal is based.
 - Circumstances associated with the need to appeal.
 - Arguments supporting the appeal.
 - Description of proposed remedial actions to be taken to improve the student's academic performance.
- b. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the

appellant's academic performance. Any such letters must be submitted to the Assistant Dean via email by the same deadline.

- c. Within 15 business days after receiving the appeal, the Assistant Dean for Academic Affairs shall arrange for a committee meeting. The committee may request additional information from the appellant and/or request them to appear before the committee. The appellant may bring a support person to the appeal meeting and must notify the Assistant Dean for Academic Affairs at least three business days prior to the meeting. The appellant's chosen support person is limited to providing advice and support to the appellant.
- d. Within 60 calendar days after the committee receives the appeal from the Assistant Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Assistant Dean for Academic Affairs.
- e. The Assistant Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the appeal. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
- f. If the appeal is granted, the Assistant Dean for Academic Affairs will discuss with the appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.
- g. If a student chooses to appeal the decision, the appeal will be directed to the Associate Dean for Academic Affairs. The student must submit a written appeal, by email, to the Associate Dean within 10 business days upon being sent the decision from the Assistant Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal, which are limited to:
 - School policies were incorrectly applied;
 - Decision is contrary to state or federal law;
 - Proper appeal procedures were not followed; or
 - Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the decision that they believe meet the criteria cited as a basis for appeal.

The Assistant Dean for Academic Affairs will provide the Associate Dean for Academic Affairs with a copy of the initial grievance, the committee's recommendation, and the Assistant Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall notify the student and the committee of the decision in writing within 30 business days. The Associate Dean's decision is final.

SECTION TWO: PETITIONS

If a student in the School of Nursing wishes to request an exception to a School of Nursing academic policy or regulation, they should first consult their academic advisor. Then, the student must formally submit their request using the [Petition for Special Consideration](#) form. Exception requests could be related to academics (i.e. dropping a course or withdrawing after the deadline etc), clinicals/compliance (i.e. waiver for specific compliance requirement), or admission to one of the School of Nursing's academic programs.

Exceptions to established policies, regulations, and/or program requirements should be rare and will be considered on an individual case by case basis. They will be reviewed by the School of Nursing's Academic Affairs office.

SECTION THREE: GRIEVANCES

The following School of Nursing Student Grievance Policy and associated procedures are designed for use in response to individual student grievances regarding faculty or staff in the School of Nursing.

Any individual student who feels they have been treated unfairly by a School of Nursing faculty or staff member has the right to file a grievance and receive a timely response addressing their concerns. Any student, undergraduate or graduate, may use these grievance procedures, except student employees whose complaints are covered under other campus policies. The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Throughout the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

For grievances regarding discrimination based on protected bases (i.e., race, color, national origin, sex, disability, age, etc.), contact the Office of Compliance (<https://compliance.wisc.edu/eo-complaint/>).

For grievances or concerns regarding sexual harassment or sexual violence (including sexual assault, dating/domestic violence, stalking and sexual exploitation), contact the [Sexual Misconduct Resource and Response Program within the Office of Compliance](#).

For grievances that involve the behavior of a student, contact the Office of Student Conduct and Community Standards in the Dean of Students Office at <https://conduct.students.wisc.edu/>.

For grievances about, or directed at, faculty or staff in the School of Nursing, students should follow these steps:

Informal Resolution

Any student in the School of Nursing who believes they have been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. If students are unable to resolve concerns directly or without additional support, please see step two.

Formal Grievance Procedure

- a. Any student in the School of Nursing who has attempted to informally resolve a grievance but has been unsuccessful, may submit a formal grievance to the Associate Dean for Academic Affairs.
- b. The student must submit a written grievance by email to the Associate Dean for Academic Affairs within 20 business days of the alleged unfair treatment. To the fullest extent possible, a formal written grievance needs to contain a clear and concise statement of the issue(s) involved as well as the relief sought.

- c. Within 30 business days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the committee, and/or may take other steps in attempting to resolve the grievance.
- d. Within 60 calendar days after the committee receives the grievance from the Associate Dean for Academic Affairs, the committee shall send a written report of the committee's recommendations to the Associate Dean for Academic Affairs.
- e. The Associate Dean for Academic Affairs will consider the committee's recommendation and issue a decision on the grievance. The decision will be communicated by email to the student within 10 business days after the receipt of the committee's recommendation.
- f. If a student chooses to appeal the decision, the appeal will be directed to the Dean of the School of Nursing. The student must submit a written appeal, by email, to the Dean within 10 business days upon being sent the decision from the Associate Dean for Academic Affairs. The written document must include specific justifications regarding the grounds of the appeal. The Associate Dean for Academic Affairs will provide the Dean with a copy of the initial grievance, the committee's recommendation, and the Associate Dean for Academic Affairs's decision. No new information relevant to the grievance may be introduced to or considered by the Dean. The Dean shall notify the student and the committee of the decision in writing within 30 business days. The Dean's decision is final.