The Health Science Appeals process will apply:

1. To all students who have been accepted (including provisional acceptance) into the following programs: Dental Assisting, Dental Hygiene, Emergency Medical Technician (EMT), Emergency Medical Services, Massage Therapy, Medical Coder, Medical Transcription, Medical Assisting, Nursing (RN), Paramedic, Patient Care Assistant, Practical Nursing (LPN), Radiology, Respiratory Care, Sonography, Surgical Technology and all Health Advanced Technical Certificate programs.

2. To Core Curriculum Courses of above programs.

Notification of sanction or grade, which student disputes, may be given verbally; however, the timeline as stated in each step of the process, begins at the time when student has received written notification of same. All written correspondence with student must either:

1. have student’s signature documented as sign of receipt or
2. be verified by certified letter with return receipt

At the time of admission to the program, the student must sign an acknowledgement of receipt of the Health Science Appeals Process.

The entire Appeal Process must be completed in no more than 21 business days.

Depending on the appeal issue, the student may or may not be allowed to attend class/clinical during appeal process. In addition, absences incurred during the appeal process may or may not be excused by the manager/designee of the program.

This process does not apply to appeals for tuition/refunds. If a student self-withdraws from a core curriculum course, the right to an appeal is waived.

Effective August 1, 2006.