



Helen S. Breidegam School of Nursing and Public Health

**MSN AND MSN NP STUDENT APPEALS FOR
EXCEPTION TO POLICY**

MSN students who do not meet program requirements for progressing in the graduate program have the right to submit an appeal to the Student Development and Progression (SDP) Committee.

The Appeal process is as follows:

- Upon receipt of a letter from the members of SDP, students must obtain the “Request for Exception to the Policy” form (*See attached document*).
- Students should meet with the academic advisor to discuss their academic circumstances.
- Students must inform the faculty of the SDP Committee of their intent to appeal by the date identified in the letter from SDP.
- Students are required to complete the form, obtain a current unofficial transcript and write a letter (not to exceed 2 pages) explaining the basis for their appeal and plan of action for future success.
- Students must submit the documents electronically to SDP faculty members via email by the deadline specified in the letter from SDP.

MSN AND MSN NP STUDENT REQUEST
FOR EXCEPTION TO POLICY

Date of Request: _____

Name: _____ Advisor: _____

Home Phone: _____ Cell Phone: _____

Role Specialization (Please Circle One):

CNL Nurse Administrator Nurse Educator AG-AC NP AG-PC NP FNP

Expected completion of MSN Degree: _____

Attach latest transcript to this request.
May be student-issue transcript copy.

Request to the Faculty:

Advisor Signature: _____

For SON Use Only

Faculty Action:

Date: _____ Signed: _____