

Wallace Community College Associate Degree Nursing Progression Policy Appeal Procedure

Appeals of the ADN Progression policy are granted on a case-by-case basis when a student has a non-progression related to an extenuating circumstance.

Please read and follow the instructions below to request an appeal.

An extenuating circumstance is one that is unforeseen and directly impacts a student's ability to continue in the semester. While no list can account for every possible situation, examples of extenuating circumstances include, but are not limited to:

1. Medical illness requiring hospitalization of the student or an immediate family member (spouse or child).
2. Death of an immediate family member (spouse, child, or parent).
3. Domestic violence situations.

Students who believe they have an extenuating circumstance must follow the appeal procedure outlined below:

1. If the circumstance allows, students should meet with their course instructor or faculty advisor to discuss available assistance, options for making up work, grade improvement, or withdrawal from the course.
2. The student must complete the *ADN Progression Appeal Request Form* and submit it within **12 calendar days of the end of the semester being appealed**.

The **ADN Progression Appeal Request Form** is available in the [Student Resources for the Associate Degree Nursing Program](#) section of the College website, or may be requested by emailing adnappeals@wallace.edu.

3. The completed form and any supporting documentation may be submitted in one of the following ways:
 - Emailed with any supporting attachments to adnappeals@wallace.edu
 - Delivered directly to the course instructor
 - Placed in the ADN Office mailbox (Michelle Blackmon) on the second floor of the Health Science building
4. The ADN Admission Committee will convene as needed to review all received appeals. The committee's decision will be communicated to the student via email and retained in the student's nursing program records.
5. A student may appeal only once throughout their progression in the ADN curriculum.

