

Nursing Appeals Process

This policy pertains to these categories of appeal:

1. Appeal related to number of times a course can be repeated.
2. Appeal related to the age of transfer courses.

All other appeals follow the Montana State University Grievance Policy found in the student handbook.

City College at Montana State University Billings affirms student rights and due process from both an ethical and legal viewpoint. Students have the right to appeal a decision made by the Nursing Department.

Process

- a. The student must provide the Director of Nursing with a written notice of appeal one week before the committee meets. This notice must include reasons/evidence for appeal, any extenuating circumstances, and copies of all unofficial transcripts. Also include mailing address, email, and phone number. See Appeals Form.
- b. Appeal can be emailed, mailed, or hand delivered.
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- c. The Director of Nursing will convene the appeals committee. The committee membership will be determined each semester. The committee may consist of:
 - A staff member who is not part of the nursing program.
 - A student who is appointed by ASMSUB.
 - At least two full-time nursing faculty.
 - Director of Nursing as a non-voting member.
- d. The student may present the appeal in person at the appeals meeting. The student will have five minutes to present their case. The Appeals Committee will deliberate the appeals in private.
- e. The appeals committee will then make a determination and forward a recommendation to the Director of Nursing.
- f. The Director of Nursing will make the final determination based on the committees' recommendations.