Policy/Procedure

Subject: Denial of Admission to Course

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Purpose: Documentation of denial of admission to course

Policy: Denial of admission to a course in the School of Public Health and Information Sciences shall be documented when such denial is due to withholding of permission by instructor or its equivalent.

Coverage: This policy applies to courses that have a prerequisite of permission of instructor or its equivalent, which may be in addition to or in place of other prerequisites.

Procedure: For a covered course, if a student is denied admission to the course, whether for credit or audit, by decision of the instructor, the instructor shall forward documentation of the denial, including process and reasons, to Student Services within three (3) working days after the denial. Student Services will review the documentation and notify the instructor of any documentation completeness issues within three (3) working days after receipt of documentation. Student Services shall retain a copy of the documentation.

Examples: Not applicable

Discussion: Prerequisites for taking a course are listed in the catalog, establishing specific criteria for admission into the course. If these criteria include permission of instructor or its equivalent, if a student is denied admission to the course by the decision of the instructor, and if there is no established procedure for denial of admission, the student may have valid grounds to file a grievance.

This procedure does not prescribe specific processes or reasons that are valid for use in allowing or denying admission into an applicable course. These are the province of the instructor, the department, and the program to determine. This procedure only requires that whatever process and reasons were applied in a denial are documented and submitted for review of completeness.

Each department or program may institute its own processes for appeal to the program director or department chair. Again these are the province of the program and department to determine.

Revision | Revision Date | Approved by       | Title
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