

**EAST TENNESSEE STATE UNIVERSITY  
DEPARTMENT OF ALLIED HEALTH SCIENCES  
ADMISSION APPEAL POLICY**

**Background:** The program director will send a letter to all prospective students to inform them of acceptance, alternate status, or non-acceptance by May 31<sup>st</sup>.

**Basis for Appeal:** A student may appeal if the student has evidence that the decision was made in a malicious, capricious, erroneous, or arbitrary manner. The following steps provide a guideline for the appeals process.

**A. Appeal to the Program Director:**

The student may prepare a written appeal (formal letter) to the Program Director within 10 business days of receipt of the alternate status or non-acceptance letter. After receipt of the appeal letter, the Program Director will have 10 business days to review the case and notify the student in writing through the student's Goldmail account. The student may make an appointment to meet with the program director during the 10-day review.

**B. Appeal to the Department Chair of Allied Health Sciences:**

If the student is not satisfied with the decision of the program director, he/she can appeal the decision in writing (formal letter) within 10 business days to the Department Chair. After receipt of the appeal letter, the Department Chair will have 10 business days to review the case and notify the student in writing through the student's Goldmail account. The student may make an appointment to meet with the Department Chair during the 10-day review.

**C. Appeal to the Associate Dean of the College of Clinical and Rehabilitative Health Sciences:**

If the student is not satisfied with the decision of the Department Chair, he/she can appeal the decision in writing (formal letter) within 10 business days to the Associate Dean. After receipt of the appeal letter, the Associate Dean will have 10 business days to review the case and notify the student in writing through the student's Goldmail account. The student may make an appointment to meet with the Associate Dean during the 10-day review.

**D. Appeal to the Dean of the College of Clinical and Rehabilitative Health Sciences:**

If the student is not satisfied with the decision of the Associate Dean, he/she can appeal the decision in writing (formal letter) within 10 business days to the Dean. After receipt of the appeal letter, the Dean will have 10 business days to review the case and notify the student in writing through the student's Goldmail account. The student may make an appointment to meet with the Dean during the 10 day review. The decision rendered by the Dean is final.

- Radiologic Science Program Director: Dr. Ester Verhovsek-Hughes [verhovse@etsu.edu](mailto:verhovse@etsu.edu)
- Cardiopulmonary Science Program Director: Donna Lilly [lillydd@etsu.edu](mailto:lillydd@etsu.edu)
- Dental Hygiene Program Director: Dr. Tabitha Fair [fairtn@etsu.edu](mailto:fairtn@etsu.edu)
- Department Chair, Allied Health Sciences: Dr. Ester Verhovsek [verhovse@etsu.edu](mailto:verhovse@etsu.edu)
- Associate Dean, College of Clinical and Rehabilitative Health Sciences: Dr. Lynn Williams [williaml@etsu.edu](mailto:williaml@etsu.edu)
- Dean, College of Clinical and Rehabilitative Health Sciences: Dr. Don Samples [samplesd@etsu.edu](mailto:samplesd@etsu.edu)