



# UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

## ACADEMIC APPEAL TO DEAN REQUEST FORM

### Procedures:

Students completing this form have already appealed their academic dismissal to the Academic Appeals Committee (AAC) and have received a decision letter via their University issued email address. This form and supporting documentation, must be submitted to the Registrar at [registrar@usa.edu](mailto:registrar@usa.edu) within 5 business days from the date of receipt of the AAC decision letter. Students should review the full Academic Evaluation and Right of Appeal policy located in the university catalog/handbook.

### Statement of Understanding:

I understand that the Dean may:

- Deny my request for an appeal in which case the AAC decision to uphold my dismissal will stand.
- Approve my request for appeal and either uphold or reverse the AAC decision to uphold my dismissal.

I further understand that any decision made by the Dean regarding this appeal is final, and I will be informed of the decision in writing via my University issued email address.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Student Information:

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Email: \_\_\_\_\_ (usa.edu only) Campus: \_\_\_\_\_ Program: \_\_\_\_\_

### Appeal Information:

Students appealing the AAC decision to the Dean should do so only on the grounds outlined below. If your appeal does not meet one of these standards (which must also be clearly outlined in your appeal letter) your appeal will be denied by the Dean and the decision of the AAC will stand.

Yes  No The AAC did not follow the meeting procedure as outlined in the Academic Evaluation and Right of Appeal policy located in the University catalog/handbook.

Yes  No The student has additional evidence that the student was unable to present to the AAC during the initial academic appeal meeting.

All the significant information to be considered for my appeal to the Dean is summarized in the attached page(s).

### Final Decision of Appeal to Dean:

If the final decision by the Dean results in dismissal, the student will no longer be permitted to remain in any course. Once a final appeal decision on academic dismissal has been rendered by the Dean the student does not have access to the appeal process for the same issue again.



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F O R H E A L T H S C I E N C E S

## For Dean and Registrar Use Only:

**Reminder:** Students appealing the AAC decision to the Dean must provide evidence of one of the following for the appeal to be **warranted**:

- The student provided evidence that the AAC did not follow meeting procedure as outlined in the policy
- The student provided additional evidence that the student was unable to present to the AAC during the initial academic appeal meeting

### **Step 1:**

#### **Dean:**

(Check one, sign, and return form to [registrar@usa.edu](mailto:registrar@usa.edu)) **The Registrar's office will notify the student of the Dean's decision.**

**Warranted:** Based on the student's appeal letter and evidence provided, the appeal is warranted and after reviewing the student's request for appeal, I have decided to (check one):

Grant readmission into the program

Uphold the student's dismissal

**NOT warranted**

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Step 2:**

#### **Registrar:**

Student notified of Dean's decision on: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_