



REQUEST FOR RECONSIDERATION

Procedures

Should a student not agree with the decision of the Appeal Officer, the student may have the opportunity to request a reconsideration form the CAO. However, requests must be submitted to the Office of Student Affairs (pmc@usa.edu) within 5 business days from the date of the Outcome of Appeal letter AND the criteria outlined below. Student requests should include a personal narrative outlining the grounds for the request and provide available supporting documentation. Upon receipt of this form and supporting documentation, the Office of Student Affairs will collect any additional documentation and forward a complete file to the CAO. Upon receiving the request, the CAO designee will review all records contained in the file, including a review of the PMC and appeal process to ensure they were correctly followed, and may meet with the PMC, Appeal Officer, or the student if needed.

Statement of Understanding

I understand that the CAO or appointed designee may:

- Deny my request for reconsideration in which case the Appeal Officer's decision will stand.
- Uphold, reverse, or modify the Appeal Officer's decision.

I further understand that any decision made by the CAO regarding this request for reconsideration is final, and I do not have access to request reconsideration for the same issue again. Additionally, I understand I will be informed of the decision in writing via my usa.edu email address.

Student Signature: _____ Date: _____

Student Information:

Student Name: _____ Student ID: _____

Student Email: _____ Campus Location: _____

Program: _____ Flex (check one): Yes No

Request Information:

Date on the Outcome of Appeal letter: _____

A request for reconsideration to the CAO will only be granted if sanctions include suspension or dismissal. Additionally, a request for reconsideration must meet one of the criteria outlined below. If your request does not meet one of these standards (which you must clearly outline in your request letter), your request will be denied by a PMC administrator, and the decision of the PMC will stand. Please indicate which standard your request meets.

Yes	No	The student can provide evidence that the Appeal Officer did not follow the procedure as outlined in this policy.
Yes	No	There are new material developments that did not occur prior to the PMC hearing or the appeal to the Appeal Officer.
