



### PMC Appeal Form

#### Procedures

Should a student not agree with the decision of the Professional Misconduct Committee (PMC), the student has the right to appeal to an Appeal Officer (Associate Dean or appointed designee). However, appeals must be submitted to the Office of Student Affairs ([pmc@usa.edu](mailto:pmc@usa.edu)) within 5 business days from the date of the Outcome of PMC Hearing letter AND meet one of the three criteria listed below. Student appeals should include a personal narrative outlining the grounds for the appeal 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 with the decision of the Professional Misconduct Committee (PMC), the student has the right to appeal to an Appeal Officer. Upon receiving the request, the Appeal Officer will review all records contained in the file, including a review of the PMC process to ensure that it was correctly followed, and may meet with the PMC and/or the student if needed.

#### Final Decision of Appeal Officer

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

#### Statement of Understanding

I understand that the Appeal Officer or appointed designee may:

- Deny my request for an appeal in which case the PMC decision will stand.
- Uphold, reverse, or modify the PMC decision.

I further understand that any decision made by the Appeal Officer regarding this appeal is final, and 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

#### Appeal Information:

Date on the Outcome of PMC Hearing letter: \_\_\_\_\_

PMC Appeals may be based only on the grounds outlined below. If your appeal does not meet one of these standards (which you must clearly outline in your appeal letter) your appeal will be denied by a PMC administrator and the decision of the PMC will stand. Please indicate which standard your appeal meets.

Yes	No	The PMC failed to comply with the procedural requirements outlined in the Catalog/Handbook
Yes	No	There is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the hearing before the PMC
Yes	No	The evidence presented at the PMC hearing was not enough to justify a finding of responsibility for a policy violation (Please Note: This is not a review or appeal of sanctions)