



UNIVERSITY OF ST. AUGUSTINE

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

REQUEST FOR RECONSIDERATION OF ACADEMIC DISMISSAL

Procedures

Students completing this form have already appealed their academic dismissal to the Academic Appeals Committee (AAC) and the Dean. This form and supporting documentation, must be submitted to the Registrar at registrar@usa.edu within 5 business days from the date of receipt of the Dean's decision letter. Students should review the full Academic Evaluation and Right of Appeal policy in the University catalog/handbook.

Statement of Understanding:

All information to be considered for my request for reconsideration to the Chief Academic Officer (CAO) is summarized in the attached page(s).

I understand that the CAO may:

- Uphold my dismissal or reverse the decision and grant readmission.
- Deny my request for reconsideration in which case my dismissal will stand.

I further understand that any decision made by the CAO regarding this reconsideration 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: _____ Campus: _____ Program: _____

Request for Reconsideration Information

Students requesting reconsideration of academic dismissal should only do so on the grounds that the student can provide evidence that the Dean did not follow procedure as outlined in the Academic Evaluation and Right of Appeal policy located in the University catalog/handbook.

All information to be considered for my request for reconsideration is summarized in the attached page(s).



UNIVERSITY OF ST. AUGUSTINE

FOR HEALTH SCIENCES

For CAO and Registrar Use Only:

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- **Reminder:** Students requesting reconsideration of the Dean's decision to the CAO must provide evidence that the Dean did not follow meeting procedure as outlined in the policy.

Step 1:

CAO:

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

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

Grant readmission into the program

Uphold the student's dismissal

NOT warranted

CAO Signature: _____

Date: _____

Step 2:

Registrar:

Student notified of CAO's decision on: _____

Processed by: _____

Date: _____