Notification of Appeal to ReApply after Sanctioned Dismissal (ARSD)
Instructions (Form Dev- October 31, 2008)

STEP I: STUDENT INITIATION OF APPEAL

1. The Student completes all information in Step I of Form ARSD.
2. The Student attaches proof of the right to appeal for readmission to Form ARSD.
3. The Student attaches a signed personal statement to Form ARSD.
4. The Student retains a copy of Form ARSD and all submitted documentation.
5. The Student files Form ARSD with documentation at the Registrar’s Office.
6. The Registrar forwards the appeal to the Dean of the College to which the student is appealing reapplication.

STEP II: DEAN’S DETERMINATION

7. The Dean follows Step II as outlined in the USF Catalog under APPEAL PROCEDURE FOR REAPPLICATION AFTER SANCTIONED DISMISSAL.
   If Reapplication is Denied, the Dean completes Step II on the form, notifies the Chair of Educational Standards, and forwards the appeal to that Chair.
   If Reapplication is Granted, the Dean with the student completes Step II, provides the student with a copy, notifies the Director of Admissions that the student may reapply for admission, and forwards the appeal documentation to the Registrar.

STEP III: STUDENT APPEALS SUBCOMMITTEE

8. If the appeal reaches Step III, the Chair of Educational Standards follows Step III as outlined in the USF Catalog under APPEAL PROCEDURE FOR REAPPLICATION AFTER SANCTIONED DISMISSAL. The Chair will notify the student, the Registrar, the Dean, the Director of Admissions, and the Chief Academic Officer electronically and by hardcopy of the Subcommittee’s decision.

(Form Dev- October 31, 2008)
NOTIFICATION OF APPEAL TO REAPPLY AFTER SANCTIONED DISMISSAL (ARSD)
Complete this form and submit it at the Registrar’s Office. The appeal procedure and submission dates may be found in the current catalog.

STEP I - Student Initiation of Appeal (To be completed by student filing appeal)

Name ____________________________________ USF Student ID or Soc Sec No ____________________
Street Address ________________________________________
City _______________________ State ________ Zip _______
Phone _____________________ USF Student E-mail address ___________________________________
College [ ] Arts & Sciences [ ] Business [ ] Education [ ] Nursing & Allied Health [ ] Professional Studies

Date/Time Submitted ______________________

Student Documentation: Submit proof that you were granted the right to appeal for reapplication. Also attach a signed personal statement providing rationale for why you should be permitted to reapply. Explain how you have prepared for reapplication.

STEP II - Dean’s Determination (To be completed by the Dean)

[ ] Reapplication Granted [ ] Reapplication Denied

Dean’s Statement: State the conditions for Reapplication OR comment on the decision to Deny Reapplication. Attach any additional statement or materials.

Date ____________________________
Signature(s) ______________________

STEP III – Student Appeals Subcommittee of Educational Standards Decision (To be completed by ESC Chair)

[ ] Reapplication Denied [ ] Reapplication Granted

ESC Chair Statement: State any conditions for Reapplication OR comment on the Subcommittee decision to Deny Reapplication.

Date ____________________________
Signature ________________________

( Form Dev- October 31, 2008)