



Request for Reconsideration

A university's decision can be reconsidered to a higher level if the student can demonstrate: (i) new evidence, (ii) the severity of the sanction is inappropriate or (iii) a violation occurred in the process. This form must be filed and submitted to the Enrollment Services Office (Room 203). In addition, students are required to attach any document that will support their case.

Last Name: _____ First Name: _____ Student ID: _____

E-mail: _____ Home Phone: (____) _____ Cell Phone: (____) _____

Present Program _____ Present Concentration/
Major: _____ Specialization: _____
Advisor: _____

Describe what you are asking the University to reconsider: (Please use an additional page if required)

Describe why you feel this reconsideration should be accepted: (Please use an additional page if required)

***Please attach copies of any relevant correspondence and/or evidence that will support your request.**

Student Signature: _____ **Date:** _____

TO BE COMPLETED BY RECORD OFFICE

Date Received: _____ Clerk Initials: _____ Reviewed By: _____ Decision: Accepted Not Accepted

Comments: _____

Records Updated by: _____ Date: _____

(ISP/ Scan/ File)