

Reinstatement Plan Student and Department Instructions

The student seeking reinstatement to the graduate degree program will attach documentation to the ***Request for Reinstatement Form*** (found on the College of Graduate Studies website under Online Forms) that describes the nature of the dismissal and a plan to reflect success if readmitted. The student and advisor will meet to discuss such an academic success plan.

The plan should include:

1. A memo from the student outlining their case for reinstatement.
2. A complete academic history and success plan to graduate.
 - a. Attach a list of the student's courses taken, total number of hours earned to date and their current overall GPA. (Eagle Online transcripts can be used)
 - b. List all remaining hours/courses to be taken and the grade needed for each class, in order to achieve a minimum overall 3.0 GPA and be eligible to graduate. This includes any repeat courses.
 - c. The student must remove all grades of "I" in order to be eligible for graduation. List the grade needed in each grade of "I" course.
3. If the student is international, contact the International Student Office to make sure all international office policies are addressed in the reinstatement plan.
4. Consult with the student to make sure they have the funding to be reinstated. Some dismissed students lose funding so we need to make sure the student has the ability to pay if they are reinstated and how much they can afford each semester. This will also need to be discussed with the international office for all international students.
5. Include the number of hours the student will be required to take each semester.
6. Include bench mark improvements in GPA and semester grades for each class taken that will allow the student to continue beyond one semester if needed.
7. List time frame to complete courses and graduate. Make sure the time frame falls within the student's current program of study expiration date.

A reinstated student must achieve the listed bench marks by the end of each semester as laid out in their reinstatement plan or they will be dismissed.