

Instructions for Graduate Coordinator for appealing students for re-admission: This form must be completed by the Graduate Coordinator or Chair as a supplement to the Graduate Appeals form if the department coordinator's recommendation is to approve re-admittance. If the Appeals Committee approves re-admission, a copy of the form will be provided to the student for guidance in his/her continued progress.

Graduate Student Information	
Last Name:	First Name:
Banner ID #:	Department:
Program of Study:	
Academic Status:	
<input type="checkbox"/> 1 st Suspension <input type="checkbox"/> 2 nd Suspension	
Note: Students suspended may not enroll in the College of Graduate Studies for at least one semester following their 1 st suspension, and one calendar year following 2 nd suspension.	

Chair/Director/Graduate Coordinator of Student's Current Academic Department	
<p>NOTE TO RECOMMENDER: <i>Please specify an academic plan for the student to follow and/or outline the plan that you believe the student should follow to successfully complete his/her intended degree. Attach an additional sheet if necessary.</i></p> <input type="checkbox"/> Recommend Approval Comments:	
If applicable, please specify: <input type="checkbox"/> TIME EXTENSION RECOMMENDATION: Semester _____ Year _____	
<input type="checkbox"/> Do not Recommend Approval Comments:	
Name (print or type):	Signature:
Title:	Date:

Graduate Academic Appeals Committee	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
NOTES:	
Graduate Academic Appeals Committee Representative Name (print or type):	Signature: Date:

Action Plan for the Graduate Student if approved for re-admission:

Create a plan of action for the student to complete his/her degree, by semester, to include which classes he/she needs to take and/or retake to increase his/her GPA to a 3.0, and be successful toward a term GPA of 3.5.

Semester	Department	Course #	Check if a repeat	Current Grade	*Quality Points	Grade they need to achieve	**Averaged Grade
<i>e.g. Spring 2014</i>	<i>HHP</i>	<i>5000</i>		<i>D</i>	<i>0</i>	<i>A</i>	<i>C</i>

***Quality points** are calculated by taking the total GPA hours for a course (3) and multiplying it by the value of the letter grade (A=4, B=3, C=2, D=0, F=0)
****Reminder on averaging grades for a repeated course:**
 Per e.g., the student earned a D on the first attempt (D=0 pts. x 3 hrs = 0 quality pts.); the student needs an A when they retake the course to get a grade of C (A=4 pts. x 3 hrs = 12 quality pts.). The average grade would then be (0 quality pts. + 12 quality pts. = 12 quality pts. divided by 6 total hours = 2.0) a grade value of a C.

NOTE: After all actions are completed, copies of this form will be sent via email to the student and/or the chair/director/graduate coordinator of the student’s academic department, Graduate Admission, and the Office of the Registrar.