

Reinstatement Plan Student and Department Instructions

Return the reinstatement form and all supporting documents to The College of Graduate Studies DBRY Room 306 or send via email to gradstudies@tnitech.edu. The staff will review the reinstatement package for completeness, before sending the package onto the College of Graduate Studies Dean for final review.

The plan should include a complete academic history and success plan to graduate. The plan will need the approval of the Student's Advisor, Department Chair, and College Dean before being submitted to the Dean of College of Graduate Studies for final review.

The reinstatement plan should include:

- A letter from the student outlining their case for reinstatement.
- College of Graduate Studies Reinstatement Request form with all required signatures noting approval or deny.
- 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)
- 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.
- 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.
- If the student is international, then contact Andrew Bleignier to make sure all international office policies are addressed in the reinstatement plan.
- 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.
- Include the number of hours the student will be required to take each semester.
- 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.
- 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.
- The Reinstatement Request Form is found on the Graduate Studies website, under online forms.

Reinstatement without faculty, department and college support:

- If the Reinstatement of a student is not supported by the advisor, department chair or college dean, then it will be noted on the Reinstatement Request form by checking the “deny” box.
- The student has the right to appeal without full support. All the required documentation will still be completed by the student and submitted to the College of Graduate Studies DBRY room 306 or email to gradstudies@tntech.edu for review. Once the reinstatement plan has been reviewed by the College of Graduate Studies staff for completeness, it will be sent onto the Dean College of Graduate Studies for final review.
- If the Dean College of Graduate Studies denies the reinstatement request, then the appeal will be sent on to the next Graduate Studies Executive Committee meeting for review. In this case, the student, advisor, department chair, and college dean will be notified of the time and date of the next Graduate Studies Executive Committee meeting. The student and all TTU parties involved with the reinstatement request are welcome to attend the Graduate Studies Executive Committee meeting if they feel it is needed. Please notify the College of Graduate Studies if you plan to attend Graduate Studies Executive Committee so we can make sure to bring the appropriate parties into the meeting as needed.
- The student, advisor, department chair and college dean will be notified of the Graduate Studies Executive Committee decision via email.
- The decision issued by the Graduate Studies Executive Committee is final.