

Sample: Reinstatement Plan Student Instructions

Return all documents to the College of Graduate Studies DBRY Room 306. The staff will review the reinstatement package for completeness, before sending the package on to the Dean of the College of Graduate Studies 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 the 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. (SSB transcripts can be used.)
- Attach a signed and approved copy of the current or proposed Program of Study along with the Advisory Committee form.
- List all prior probations for the student.
- List any prior exception request (i.e. Reinstatement, time extension, etc.) that the student has made.
- 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 timeframe to complete courses and graduate. Make sure the timeframe 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.
- Use the suggested Memo template below; add and delete the areas that apply for the reinstatement plan as needed.

Student Reinstatement Request Memo

To: College of Graduate Studies, Dean Mark Stephens

From:

Student Advisor:

Student Signature:

Department Chair:

College Dean:

Subject: Reinstatement of (list Student Name & T#) to the (list Degree Program)

Date:

State a brief support for student's reinstatement.

Reinstatement Plan:

In order for **STUDENT NAME** to continue the pursuit of a **XXXXX** degree in **XXXXXXXXX**, the following Reinstatement degree success plan must be followed.

- A. Complete **xxxxxx** and receive a grade of **no less than "A"** in this course in order to meet graduation requirement of achieving an overall 3.0 GPA and meeting compliance of the Degree Requirements policy. *(list each course the student needs to complete to qualify for graduation)*
- B. Repeat **xxxxxx** and receive a grade of **no less than "A"** in this course in order to meet graduation requirements of achieving an overall 3.0 GPA and meeting the compliance of the Background Courses Policy. *(list each course the student will need to repeat in order to qualify for graduation)*
- C. The grade of **"I"** in **XXXXX** will expire **semester 201X**. **STUDENT NAME** will need to receive a grade of **no less than "A"** in the course in order to meet the graduation requirements of achieving an overall 3.0 GPA and meeting the requirements in the Grade of "I" Policy.
- D. **STUDENT NAME** will also need to take an additional xxx hours in the following graduate level course(s), which will not be listed on his current program of study, but is needed to help get the overall GPA back up to a 3.0. **STUDENT NAME** will need to receive a grade of no less than **"A"** in the course(s) in order to meet graduation requirements. *(list the courses here)*
- E. **STUDENT NAME** has until the end of **semester 201X** to meet all of the above **XXXXXX** degree requirements.
- F. **STUDENT NAME** academic standing will be reviewed each semester until **END OF xxxxx SEMESTER**. If **STUDENT NAME** receives a grade of less than **"A"** on any of the **course requirements listed above**, (S) he will be dismissed from the **XXXXX** program.

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 lhenry@tntech.edu for review. Once the reinstatement plan has been reviewed by the College of Graduate Studies staff for completeness, it will be sent on to the Dean of the College of Graduate Studies for final review.
- If the Dean of the 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 Beth Smith basmith@tntech.edu in the College of Graduate Studies if you plan to attend the 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.