Reinstatement Request Instructions

A graduate student who has been dismissed for unsatisfactory performance may request reinstatement through the appeal procedures in Tennessee Tech Policy 281 (Graduate Student Dismissal, Reinstatement, and Appeal Procedures). The student seeking reinstatement to the graduate degree program will need to attach the documentation noted below to the **Reinstatement Request Form** that describes the nature of the dismissal and a plan to reflect success if readmitted. **Note:** *Requests received that are missing the requested information/ documents will be declined and resubmission of a new request form with appropriate documentation will be needed in order for the request to be reviewed. All requested documentation is needed for proper review and consideration.*

Required Documentation to be Prepared and Attached to the Reinstatement Request Submission:

1.   A memo from the student outlining their case for reinstatement. Please do not try to use the little box on the actual request form to lay out your case for reinstatement.

2.   A complete academic history including courses taken, total number of hours earned to date and current overall GPA (Eagle Online transcripts can be used).

3.   An academic success plan will need to be submitted. You will need to meet with your advisor who will assist you with preparation of an academic success plan for returning to good standing. The plan should include:

   a. 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 required to return to Good Standing and be eligible to graduate.
      i.   This includes any repeat courses that must be taken and grades to be achieved.
      ii. The student must remove all grades of "I" in order to be eligible to graduate. List the grade needed in each "I" course.

   b. The plan should be broken down by courses to be taken each semester. (*Note: it is generally expected that a plan should return a student to good standing within two semesters.*)
      i.   Include the number of hours the student will be required to take each semester.
      ii. 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.
      iii. List time frame to complete courses and graduate. Make sure the time frame falls within the student's current program of study expiration date.

   c. Preferably, the advisor should put the plan into a memo format issued from the department to the College of Graduate Studies and attach it to the reinstatement request.

   d. The advisor should also assist with preparing a GPA calculator sheet which should include all grades and hours taken as well as expected grades and hours to return to Good Standing (3.0 GPA).

   NOTE: 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.

   Additional Considerations when preparing the plan as they may apply:

   e. If the student is international, contact the International Student Office to make sure all international office policies are addressed in the reinstatement plan.

   f. Be aware that graduate assistants including international graduate assistants lose their funding when their GPA falls below a 3.0 GPA. Loss of funding may delay their enrollment if approved to be reinstated.

4.   The **Reinstatement Request Form** (*this is a DocuSign form found on the Graduate Studies website under Online Forms*) is ready to be submitted once all documentation has been prepared. On the first screen of the form, all approvers will need to be carefully entered *(department Chair and Dean can be found on the college website or ask your advisor for names and emails)*. You will then proceed to the next screen to complete the request form where you will also attach the prepared documents. Advisors or other approvers will also have the opportunity to attach documents, if needed, as the form routes to them for review and approval.